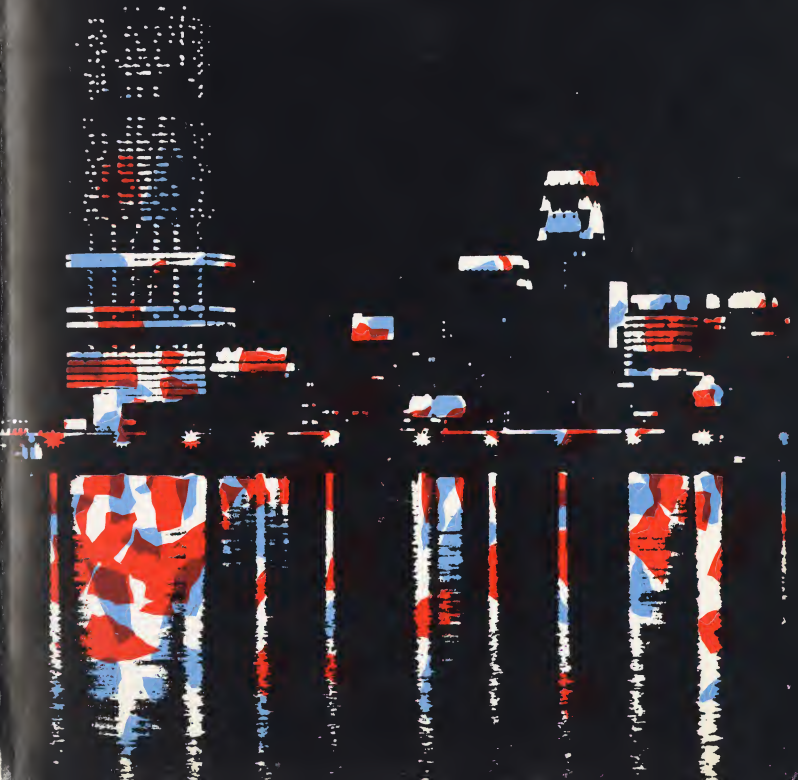
George Brown

The City College

GEORGE BROWN CONTINUING EDUCATION

80/81



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George Brown
The City College

1980/81 Continuing Education

George Brown
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George Brown College is located in the heart of the City of Toronto. It offers all the advantages of city life including good public transportation, and access to entertainment and cultural activities. The College's wide range of programs and services reflects the diversity of the city itself.

Nearly 50,000 full- and part-time students register with George Brown College each year. About half come from Toronto. The other half are drawn from the rest of Ontario and overseas.

George Brown College
of Applied Arts and Technology
Box 1015, Station B, Toronto,
Ontario, M5T 2T9

Part-time programs commencing
September 1980

For information, telephone
967-1212

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Facilities

After many years of moving in and out of temporary premises and the construction of new buildings, the College has now settled into four main campuses, all located in the Inner City.

Casa Lome Campus, at 160 Kendal Avenue, opened in the fall of 1973. It houses most of the construction technology programs and has been specially designed so students can study its construction. Allied Health Auxiliaries, Jewellery Arts, and Ceramics programs are also located at this campus.

St. James Campus is located on the north side of King Street between Jarvis and Sherbourne. The historical building dates back to 1874, when the first segment was built by Christie-Brown Bakery Company. When the College took it over in 1971, the building was completely gutted inside, and rebuilt to modern specifications. The attractive exterior has been completely restored. It now houses programs in Electronics, Business, Graphic Arts, Nursing and Dance.

Kensington Campus, at 21 Nassau Street is located in the heart of one of Toronto's most interesting ethnic areas. The famous Kensington outdoor market is just steps away. Kensington Campus has programs in Food and Fashion Technology and Community Services.

College Campus on the south side of College Street west of Bathurst, is a short walk from Kensington. It houses the Language Training Centre and the Industrial Training Division.

Nightingale Campus is located at 2 Murray Street, just west of University Avenue on Elm Street. All post-diploma Nursing and Community Services programs are conducted there.

In addition to these four main campuses the College has a Theatre Arts building at 530 King Street East, a Driver Training facility at Polson Pier.

Courses and Programs

Full-time The main purpose of all full-time programs at the College is to provide students with a combination of marketable skills, education and realistic expectations that will prepare them for a highly-competitive job market.

Advisory boards consisting of college staff, senior students or graduates, and representatives from business and industry meet at least twice a year. Their input helps keep programs relevant and allows the College to adapt its programs to changing needs.

Full-time students at the College fall into three categories: those enrolled in two and three-year programs that require high-school graduation; those taking "short" programs of three weeks to one year, usually requiring Grade 10, and apprentices involved in trades training...men and women required to take a prescribed number of weeks classroom training each year as part of their apprenticeship.

While the College does not publish a traditional full-time calendar, details of full-time programs may be obtained from the Information Services Department by calling 967-1212 extension 591/2/3 or 4.

Many full-time students are drawn to the College by two- and three-year programs unique to George Brown College.

Provincially Unique Programs

- Acoustics Technician
- Addiction Counsellor
- Apparel Management
- Clinical Methods in Orthotics Prosthetics
- Commercial Ceramics
- Court Reporting
- Culinary Management
- Dance Training
- Dental Technician
- Denture Therapist
- Fitness Instructor
- Mechanical Engineering Technician (Building Services Drafting)
- Orthotic Prosthetic Techniques
- Physical Distribution
- Piano Technician
- Residential Construction Management
- Watchmaking
- Word Processing

Others come to the College to take programs in which six semesters' work is studied in two years. These programs would normally take three years to complete. But a 45-week academic year allows students to graduate one year earlier than usual.

"Three-in-two" Programs

- Electronic Technology
- Electrical Technology
- Instrumentation Technology
- Survey Technology

Information and application forms for two- and three-year programs are available at high school guidance offices, or directly from the College.

Exceptions to the usual grade 12 entrance requirement are sometimes made for mature students (over 19) who show ability to succeed. College preparatory programs are also available for adults who wish to upgrade their academic qualifications for admission to college programs.

Short Programs Application for Manpower, skill-training programs — three weeks to 52 weeks long — must be made through the applicant's local Canada Manpower office. Some programs have a limited number of "open seats" for fee-paying students, but availability varies from program to program.

Apprenticeship Application for apprenticeship is made through the Industrial Training Branch of the Ministry of Colleges and Universities, 558 Yonge Street, Toronto, Ontario M4Y 1Y9. Apprentice must have a sponsoring employer.

Part-time In addition to full-time programs, the College offers a variety of career-related and general-interest, part-time courses. All the part-time courses listed in this calendar are taught on College premises. Most are held in the evening, one or two nights a week.

There are three major start periods: fall, winter (after Christmas), and spring. A limited number of courses are also held during the summer.

Industrial Training Division The College also has an Industrial Training division which works with business and industry to develop customized employee training programs.

Employer-Sponsored Training Employer-Sponsored Training is the Ontario Government's response to the need for highly flexible training programs to meet the specific skilled labor shortages. Under the new training initiative, a Community Industrial Training Committee, representing both industry and labour, has been established for the City of Toronto to identify current and threatened local shortages of workers in highly skilled industrial trades. The Committee will also examine alternative training methods for meeting these shortages. George Brown College has responsibility for liaison between the Committee and the Ministry of Education. Training of individuals, when necessary, will be done primarily in an industrial or business setting.

Conference/Seminar Unit The Conference/Seminar Unit provides up-to-date training workshops to managers, professionals and support staff from business, industry, education, health and government. Workshop leaders are recognized practitioners in their field and provide participants with valuable hands-on learning experiences. For more information on 1980/81 programs please call the Conference Centre office at 967-1212 ext. 700.

Services

Accommodation information is posted at the Administration Building, 500 MacPherson Avenue. There is no shortage of boarding and rooming facilities in Toronto. Rates vary from $38 to $40 per week for room and board. In addition, limited accommodation is available for female students at the Nightingale Residence, 2 Murray Street.

Counselling Services are available on each campus to provide educational, vocational and personal counselling.

Health Centres on each campus are staffed by Public Health Nurses. A physician is available for consultation on an appointment basis. Services include individual health counselling, health education programs and emergency care in the case of accident or illness.

Libraries for study and leisure reading, operate at Casa Loma and Kensington Campuses from 0800-1800 hrs., Monday to Thursday, 0800-1600 hrs., Fridays; at St. James from 0800-1900 hrs., Monday to Thursday, 0800-1700 hrs., Fridays; at Nightingale from 0800-1600 hrs., Monday to Friday. Library hours are shorter during the summer months.

Campus Placement Offices provide career planning and employment search information and maintain contact with potential employers on behalf of graduates. Permanent, part-time and summer employment opportunities are posted on bulletin boards at each Placement Office.

Parking and transportation There are limited parking facilities available at or nearby each of the campuses. Students are encouraged to use the Toronto Transit Commission system which serves each campus well. Reduced fares are not available to part-time students on either the TTC or GO Transit.

Athletic Activities are co-ordinated from the office at the Casa Loma Campus gymnasium. The emphasis is on intramural and recreational activity. A limited number of teams participate in the provincial inter-college league. There are gymnasia at Kensington, St. James and Casa Loma Campuses.

Room Location Each campus has a slightly different room numbering system with the first character indicating either the building or the floor. Guidance should be sought from the Campus Admissions or Principal's Offices.

Financial Assistance. Applicants for admission to post-secondary programs who are Canadian citizens or landed immigrants, having resided in the country for at least 12 consecutive months prior to enrolment, may be eligible for financial assistance under the terms of the Ontario Student Assistance Program or of the Canada Student Loans Plan. Students in part-time programs are eligible to apply for assistance. Further information and application forms are available at the Student Services Office of the College, 500 MacPherson Avenue.

Note: These services are not usually available for students in part-time continuing education courses. However interested students should contact the appropriate service during regular office hours for assistance or special arrangements.

Information and Registration Instructions

Application/Registration Application may be made by mailing the form included in this calendar accompanied by the total course fees to the appropriate Campus Admissions Office.

Because many courses described herein are very popular and because enrolment is often limited, application should be made as much in advance of the listed start date as possible to ensure a place. Mail-in forms should be received at the College at least two weeks prior to the start date. In-person registration is strongly recommended. Applications are treated on a first-come-first-served basis.

Registration Locations Candidates are expected to register at the campus conducting the course as indicated in each course description even though more than one campus may be involved for an individual choosing two or more courses.

Locations of the campuses are as follows:

College Campus
507 College Street
Tel: 967-1212, ext. 305 or 306
Office hours:
0800-1930 hrs.
(Monday to Thursday)
0800-1630 hrs.
(Friday)

Case Loma Campus
160 Kendal Avenue
Tel: 967-1212 ext. 404 and 405
Office hours:
0730-1930 hrs.
(Monday to Thursday)
0800-1630 hrs.
(Friday)

Kansington Campus
21 Nassau Street
Tel: 967-1212, ext. 606, 608 or 609
Office hours:
0730-1930 hrs.
(Monday to Thursday)
0800-1630 hrs.
(Friday)

St. James Campus
200 King Street East
Tel: 967-1212, ext. 549 or 510
Office hours:
0800-1930 hrs.
(Monday to Thursday)
0800-1630 hrs.
(Friday)

Nightingale Campus
2 Murray Street
Tel: 967-1212
Office hours:
0830-1630 hrs.
(Monday to Friday)

Summer hours during June, July and August for offices at all campuses are 0730-1800, Monday to Thursday and 0730-1630 on Friday. Except College Campus which opens at 0800 hrs.

Semesters/Start Dates
Part-time course offerings are grouped into three main periods or semesters during the academic year although not all courses start according to any specific schedule. Consult course descriptions for actual start dates.
Fall semester begins
September 15.
Winter semester begins
January 19.
Spring/Summer semester begins
April 27.

Tuition Fees/Income Tax Receipts
Tuition fees are listed for each course as "Fee". The pink receipted copy of the registration form bearing a cash register imprint is your official receipt for income tax purposes and admit-to-lectures card. Please retain it carefully since no duplicates will be issued under any circumstances.

Mail-in applications will be processed only if the total fee is included. Receipts will either be returned by mail or handed-out in class. Your cancelled cheque is your temporary receipt.

No notification of acceptance of mail-in registrations will be made.

Registration Fee A registration fee of $5 is included in the tuition fee and is **non-refundable** except in the case of course cancellation by the College.

Matarials Fee Some courses have an additional charge levied for materials used in the course or retained by the student. This fee is not eligible for taxation deduction purposes and must be paid with the tuition fee at application or registration.

Method of Peyment Fees may be paid by cash, cheque or money order payable to: GEORGE BROWN COLLEGE. Cheques should not be post-dated.

Candidates must pay their own fees in advance of the start date of classes even though they may be reimbursed by a third party. The College will not bill outside agencies for individual part-time courses. Registration is not complete until all fees are paid.

Sanior Citizens Candidates who have attained the age of 65 on or before the start date of the course will pay only the $5 registration fee and any applicable materials fees for any course in this calendar. They must register as usual by mail or in person.

Rafunds Refunds may be requested in person or in writing at the Campus Admissions Office **before tha third scheduled meating of the class.**

No request for refund will be entertained without surrender of the official pink receipt.

The $5 registration fee is non-refundable except where the course is cancelled by the College.

A charge of $5 per scheduled session of the course to a maximum of $10 will be deducted depending on the date the refund was requested and irrespective of whether or not the candidate actually attended classes.

Refund cheques will be mailed within two weeks. Cash refunds or credits are not allowed.

In some courses with especially high materials fees a prorated deduction based on estimated consumption during the sessions attended will be subtracted from any refund of fees.

Course Cencalletions/Changas
The description of course offerings contained in this calendar is a statement of intention on the part of the College which will be carried out as closely as circumstances permit. However, the college reserves the right to cancel or change any of the particulars of course offerings without notice.

A full refund will be made if a course section is cancelled and every effort will be made to contact registered students in advance.

Cless Cancelletions/Collega Closings In the event of inclement weather, emergencies or other circumstances beyond the College's control that force cancellation of classes, announcements will be broadcast on radio stations C.B.L. (740) and C.F.R.B. (1010).

Minimum Enrolments The College reserves the right to cancel any class for which attendance has dropped below the required minimum and to suspend or combine during the session any classes or sections in which attendance falls below the minimum.

Changes of Coursa/Transfars
Request for course changes or transfers will be accepted only if made prior to the third scheduled class, accompanied by the official receipt and if there is space available in the desired class.

Transfers will be considered a withdrawal from the first course and registration in the second. Thus the $5 registration fee from the first course is forfeit and full fees will be charged for the second.

Prarequisitas Candidates are advised that many of the courses listed require considerable related experience or proof of successful completion of previous courses. Prerequisites stated are firm and are the minimum requirement.

Part-Time Studies During the Day
Under certain conditions, enrolment in regular day classes of some subjects is possible although the regular continuing education program is essentially confined to the evening. For further information call 967-1212 before 3 p.m. and ask for the Chairman's Office for the relevant subject area. Inquiries may also be made at the Campus Admissions Office.

Certification Some courses may be combined with others in this calendar to earn successful candidates a variety of certificates issued by the College. These are clearly outlined in the preamble of the relevant section.

In addition, some courses lead to certification of accreditation by external professional or licensing bodies. Applicants should direct any questions to the Admissions Office at the time of registration.

Courses in the Community Services division may be accumulated for credit towards both certificate and post-secondary diploma programs. Students in these courses will pay no higher tuition fees than if they completed the same program full-time.

Acadamic Credit/Greding Wallet-sized grade report cards are mailed to all registrants within approximately one month of the scheduled course termination date.

Actual letter grades are issued for many courses while others are marked on a PASS/FAIL system or elicit a COMPLETED/INCOMPLETE status indicator on the grade report.

Text Books and Supplies Text books and supplies for all part-time courses may be purchased at the individual campus bookstores. These stores are open in the evening for approximately two weeks at the beginning of each semester. For information ask your instructor or call the College at 967-1212 and ask for your campus bookstore.

Financial Aid Students who are enrolled in part-time courses which may be credited toward a Ministry approved diploma or certificate program may be eligible for financial assistance. For complete details please consult the Financial Aid Office at 967-1212, extension 235.

0001 — 12 01 AM
0100 — 1:00
0200 — 2:00
0300 — 3:00
0400 — 4:00
0500 — 5:00
0600 — 6:00
0700 — 7:00
0800 — 8:00
0900 — 9:00
1000 — 10:00
1100 — 11:00
1200 — 12:00 noon

1300 — 1:00 PM
1400 — 2:00
1500 — 3:00
1600 — 4:00
1700 — 5:00
1800 — 6:00
1900 — 7:00
2000 — 8:00
2100 — 9:00
2200 — 10:00
2300 — 11:00
2400 — 12:00 midnight

STOP
521
4347

ACADEMIC

Academic Upgrading/College Preperatory

These courses are designed for those who wish to upgrade their academic standing for self-development and career improvement and for entry into Apprenticeship, Vocational training and two-year diploma programs offered at Colleges of Applied Arts and Technology.

English Upgrading 8 ENG 906

Tuesday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Fee: $35.00

Prerequisite: Grade 7 English or equivalent.
Course Content: A basic course emphasizing grammar, usage, spelling, vocabulary, reading, and compositional skills. For students who have been out of school a number of years, this course is an excellent means of refreshing basic language skills and preparing for more advanced courses in English upgrading. Instruction will be individualized although group instruction will be offered as well.

Start dates:
Septamber 9, 1980
Januery 6, 1981

English Upgrading 9 ENG 907

Tuesday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Fee: $35.00

Prerequisite: ENG 906 or equivalent.
Course Content: Grammar and usage in considerable detail with application to writing assignments at each session. Punctuation. Spelling. Vocabulary development. Reading. Group teaching techniques will be used as well as individualized instruction.

Start dates:
Septembar 9, 1980
Januery 6, 1981

English Upgrading 10 ENG 908

Tuesday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Fee: $35.00

Prerequisite: ENG 907 or equivalent.
Course Content: Brief review of grammar and punctuation as required. Emphasis will be on developing proficiency in vocabulary, reading and writing skills. Writing skills portion of course will involve descriptive, expository and narrative writing, short reports, and introductory business letters.

Start dates:
September 9, 1980
Jenuery 6, 1981

English Upgrading 11 ENG 909

Monday and Wednesday
1900-2200 hrs. (Fall and Winter)
1730-2030 hrs. (Summer)
Casa Loma Campus
60 hours
Fee: $35.00

Prerequisite: Grade 10 English or ENG 908.
Course Content: Basic communications designed to improve reading rate and comprehension, vocabulary range, principles of discussion and debates; the English language in terms of origin, factors that cause a language to change and standards of usage; essays emphasizing creativity will also be required. Detailed analysis of the short story, poetry and short plays from Twentieth Century literature.

Start dates:
September 3, 1980
January 26, 1981

English Upgrading 12 ENG 910

Monday and Wednesday
1900-2200 hrs. (Fall and Winter)
1730-2030 hrs. (Summer)
Casa Loma Campus
60 hours
Fee: $35.00

Prerequisite: Grade 11 English or ENG 909.
Course Content: Techniques used by various writers as guidelines for the students in assessing their own work; listening and oral skills with emphasis on debates, presentations, and simulated meetings; detailed analysis of representative twentieth century writers with emphasis on drama and novels.

Start dates:
September 29, 1980
Januery 26, 1981

Mathematics Upgrading 8 MATH 906

Thursday, 1900-2200 hrs.
Casa Lome Campus
50 hours
Fee: $35.00

Prerequisite: Grade 7 mathematics or equivalent.
Course Content: Whole numbers, fractions, decimals, percent, ratio and proportion, introduction to metric system and use of calculators. Individualized instruction.

Start dates:
September 18, 1980
Januery 29, 1981

Methematics Upgrading 9 MATH 907

Thursdey, 1900-2200 hrs.
Casa Lome Campus
50 hours
Fee: $35.00

Prerequisite: Math 906 or equivalent.
Course Content: Brief review of fractions, decimals, and percent. Powers, square roots, metric system, mensuration and introductory algebra. Individualized instruction.

Start dates:
September 18, 1980
Januery 29, 1981

Methematics Upgrading 10 MATH 908

Thursday, 1900-2200 hrs.
Casa Lome Campus
50 hours
Fee: $35.00

Prerequisite: Math 907 or equivalent.
Course Content: Properties of triangles, circles, theorem of Pythagoras, volume, weight and capacity, multiplication and division of monomials and binomials, linear equations, simultaneous equations introductory trigonometry. Individualized instruction.

Start dates:
September 18, 1980
Januery 29, 1981

Mathamatics Upgrading 11 MATH 909

Tuesday and Thursday
1900-2200 hrs. (Fall and Winter)
1730-2030 hrs. (Summer)
Casa Lome Campus
60 hours
Fee: $35.00

Prerequisite: Grade 10 Mathematics or MATH 908.
Course Content: Brief review of grades 9 and 10 algebra; exponents, scientific notation and formulae; logarithms; mensuration; ratio and proportion; real number system and quadratic surds; plane trigonometry.

Start dates:
September 30, 1980
Januery 27, 1981

Mathematics Upgrading 12 MATH 910

Tuesday and Thursday
1900-2200 hrs. (Fall and Winter)
1730-2030 hrs. (Summer)
Casa Lome Campus
60 hours
Fee: $35.00

Prerequisite: Grade 11 Mathematics or MATH 909.
Course Content: Brief review of grade 11 algebra; open sentences, equations, and inequalities; relations, functions, and their graphs; quadratic equations; sequences and series; numerical trigonometry.

Start dates:
Septembar 30, 1980
Januery 27, 1981

Biology BIO 900

Mondey end Wednesday
1900-2200 hrs. (Fall end Winter)
1730-2030 hrs. (Summer)
Casa Lome Campus
75 hours
Fee: $35.00

Prerequisite: Grade 10 Science or SCI 908.
Course Content: Human anatomy and physiology at the grade 11 or 12 level; structure and function of the various body systems with laboratory work.

Start dates:
September 29, 1980
Januery 26, 1981

ACADEMIC

Chemistry CHEM 900

Tuesday and Thursday
1900-2200 hrs. (Fall and Winter)
1730-2030 hrs. (Summer)
Casa Lome Campus
75 hours
Fee: $35.00

Prerequisite: Grade 10 Science or SCI 908.
Course Content: Grade 11 or 12 level; introductory college chemistry with laboratory work.

Start dates:
September 30, 1980
Januery 27, 1981

Physics PHY 900

Tuesdey end Thursdey
1900-2200 hrs.
Casa Loma Campus
75 hours
Fee: $35.00

Prerequisite: Grade 10 Science or SCI 908 and Grade 11 Math or MATH 909.
Course Content: Grade 11 or 12 level Mechanics, heat and electricity.

Start dete:
Septamber 30, 1980

Advanced Technical Evening Classes (A.T.E.C.)

Methematics I MATH 100X

Tuesday, 1900-2200 hrs.
Casa Lome Campus
60 hours
Fee: $75.00

Fundamental concepts and operations of arithmetic and algebra, electronic calculator, functions and graphs, trigonometric functions, simple linear equations, algebraic factoring and fractions, quadratic equations, graphs of quadratics, graphs of the trig. functions, oblique triangles, exponents and radicals.

Start dates:
September 16, 1980
Januery 27, 1981

Mathematics II MATH 200X

Tuesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $75.00

Prerequisite: MATH 100 or equivalent.
Course Content: Algebraic notations: binomial theorem, Trigonometry. Analytic Geometry: the straight line, loci, conics, second degree equations. Differential Calculus: limits, derivatives of product, quotient and power functions, rate of change, maxima and minima. Integration: indefinite and definite integrals, areas under the curve, volumes of revolution.

Start dates:
September 16, 1980
Januery 27, 1981

Mechanics I MECH 100X

Monday, 1900-2200 hrs.
Casa Lome Campus
60 hours
Fee: $75.00

Prerequisite: MATH 100 or equivalent (prior to or concurrent with Mechanics 1).
Course Content: Basic principles of statics: coplanar, parallel and concurrent force systems, friction, centroids and centres of gravity, second moments of areas. Dynamics: basic principles, rectilinear motion, work, energy and power, impulse, momentum, impact.

Start dates:
September 16, 1980
Januery 26, 1981

Micro Computer Progremming MATH 925

Wednesday, 1900-2200 hrs.
Casa Lome Campus
30 hours
Fee: $50.00
Meteriels: $5.00

Development of micro computers, types of computers, costs and availability. Computer terminology, interaction between individual and machine loading and running a taped program, simple commands in BASIC. Demonstration programs, entertainment programs, competitive programs. Introduction to BASIC the language of the micro computer; writing, running and saving programs; applications to technical, business and administrative problems.

Start dates:
September 17, 1980
Januery 21, 1981
April 22, 1981

Career Improvement

Trade Mathematics I MATH 610X

Tuesday, 1900-2200 hrs.
Casa Loma Campus
45 hours
Fee: $60.00

This course is designed for tradesmen, apprentices, and persons desiring a foundation in trade Mathematics — basic and intermediate levels for most trades.
Course Content: Whole numbers, fractions, decimals and percentages applied to trade problems; square root calculations and the Pythagorean theorem; calculations involving circles, triangles, compound areas and volumes; manipulation of trade formulae.

Start dates:
September 16, 1980
Januery 27, 1981

Trade Mathematics II MATH 630X

Tuesday, 1900-2200 hrs.
Case Lome Campus
45 hours
Fee: $60.00

This course is designed for tradesmen, apprentices and persons desiring advanced study in trade mathematics — intermediate and advanced level for most trades.
Course Content: Manipulation of more complex trade formulae; mensuration; graphs, charts and trade estimating; ratio, proportion and variation.

Start dates:
September 16, 1980
Januery 27, 1981

Medical Terminology Part I ANAT 100X

Tuesday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $40.00

Course Content: Terminology related to normal structure and function of the various body systems.
NOTE: ANAT 100X is a compulsory subject for the Business and Commerce part-time Court Reporters certificate program.

Start dates:
September 16, 1980
Januery 20, 1981

Mathematics for Nursing MATH 955

Monday, 1900-2200 hrs.
Casa Loma Campus
45 hours
Fee: $60.00

This course is designed to prepare those intending to enter a career in nursing and whose mathematics capability is such that the skills required are in need of upgrading. The course is also intended for those already in related nursing fields and who wish to update and refresh their computational skills.

Start dete:
February 23, 1981

Pre-Nursing Biology BIO 910

Wednesey, 2000-2200 hrs.
Locetion to be announced
30 hours
Fee: $40.00

To introduce students to the concepts of biology necessary for entrance into Nursing Diploma and Dental Programs. To be taken in conjunction with CHEM 910 unless directed otherwise.

Start dete:
February 25, 1981

Pre-Nursing Chemistry CHEM 910

Wednesey, 1800-2000 hrs.
Locetion to be announced
30 hours
Fee: $40.00

To introduce students to the concepts and formulas of chemistry necessary for entrance into Nursing Diploma and Dental Programs.
To be taken in conjunction with BIO 910 unless directed otherwise.

Start dete:
February 25, 1981

English end the Business World ENG 201X

Tuesday end Thursdey
1900-2200 hrs.
St. James Campus
40 hours
Fee: $50.00

Course Content: This course in business communication covers a variety of letters, written from both the business firm's and consumer's point of view, including letters of application, claim, credit, inquiry, and sales; mechanics of the language, particularly as they arise in student writing; report writing in detail.

Start dates:
September 16, 1980
Januery 20, 1981

ACADEMIC

Business English (Refresher) ENG 905

Wednesday, 1900-2200 hrs.
St. James Campus
40 hours
Fee: $50.00

Designed for those who would like a refresher in the writing of business communications. It covers a variety of letters, including letters of application, claim, credit, inquiry, and sales; mechanics of the language, particularly as they arise in student writing; reports; resumes; and oral communication, consisting of interviews, telephone techniques, prepared talks, discussion and debate.

Start dates:
September 17, 1980
January 21, 1981

Writing For Fun and Profit ENG 919

Thursday, 1900-2200 hrs.
St. James Campus
35 hours
Fee: $60.00

This course combines mini-lectures with an informal writers' workshop. It covers all phases in creating and selling non-fiction (articles, interviews, reviews, editorials, etc.) fiction (stories, plays, poems). If you have a strong urge to break into print and you feel you have the necessary talent, this course will gratify that urge and groom that talent.
This course does not guarantee a professional career; it will help you, however, in avoiding the prolonged trial and error in working on your own. It will take you, step by step, from recognizing the marketable "story idea" to submitting a professional-looking manuscript to the most likely buyer. This writers' workshop will be conducted by a veteran writer-editor.

Start dates:
Septambar 18, 1980
January 22, 1981

Report Writing (English) ENG 927

Wednesday, 1900-2130 hrs.
St. James Campus
20 hours
Fee: $30.00

Whether you are employed in a business or technical occupation, this course in report writing will give you a firm basis in report writing skills. The course will include instruction on preparation, structure, style and format. Individual assistance will be provided in grammar and punctuation as required.

Start dates:
September 17, 1980
January 14, 1981

Coatings Technology

The following courses leading to certification jointly with the Toronto Society for Coatings Technology will be offered in the year 1980/81. In subsequent years other optional courses will be offered.
COAT 902, COAT 904, CHEM 905 and COAT 908 are offered as a package on Saturdays and students must register for all courses in the package at a combined fee of $215.00. Saturday times: 0900-1500 hrs.
More information about the Coatings Technology program, certification requirements and timetabling may be obtained by phoning 967-1212, ext. 523.

Orgenic Coatings COAT 901

Thursday, 2000-2200 hrs.
St. James Campus
Fee: $75.00

Introduction, oils, solvents, pigments, natural and synthetic resins, driers and additives, formulation, formation and structure of coating films, lacquers, varnishes, trade sales (solvent based, water borne), industrial, corrosion/chemical resistant, powder coatings, specialty coatings, inks, surface preparation, dispersion and application methods.

Start date:
Octobar 2, 1980

Resins "C" COAT 904

Tuesday, 1900-2200 hrs.
St. James Campus
45 hours
Fee: $60.00

Raw materials, manufacture, types, chemistry of lacquer, water borne, phenolic, amino, silicone and hydrocarbon resins.

Start date:
Octobar 7, 1980

Polymer Chemistry CHEM 905

Tuesday, 1900-2200 hrs.
St. James Campus
45 hours
Fee: $60.00

Definitions, classification of polymers, condensation, addition polymers, co-polymers, polymerization conditions and processes, molecular weight and its distribution, polymer structure and properties, crystallinity in polymers, solvent-pigment-binder interactions, analysis.

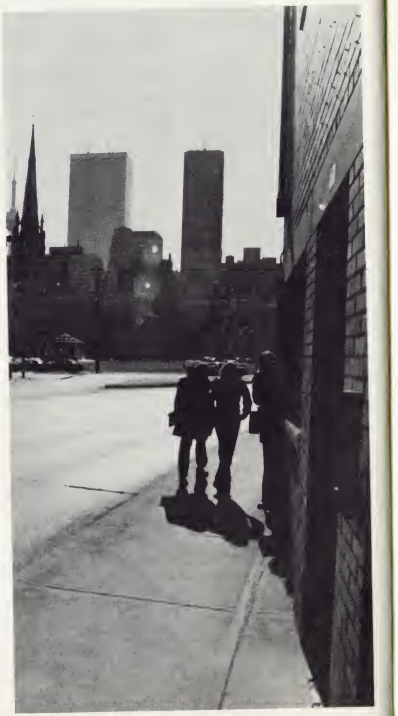
Start date:
February 3, 1981

Coatings Laboratory COAT 907

Wednesday, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $75.00

Prerequisite: COAT 901 or equivalent.
Testing of raw materials: solvents, pigments, binders. Preparation and testing of coatings: solvent based, water borne paints, varnishes, lacquers. Report writing. Enrollment limited.

Start dates:
October 1, 1980
Fabruery 4, 1981



Pre-Haelth Sciance Coursas

Monday to Fridey
0800-1500 hrs.
St. James Campus
15 weeks
Fee: $235.00 (plus $10.00 for First Aid Examination Fee)

The following courses are offered as a daytime package, from 0800 to 1500 Monday to Friday at St. James Campus. Students enrolling in individual courses must enquire about the times of classes. All applications are processed by the Health Science Division. Phone 967-1212, ext. 276.

ACADEMIC

English A Grammar and Structure ENG 950

75 hours
Fee: $80.00

English 8 Communication Skills ENG 951

30 hours
Fee: $30.00

Mathematics for Heelth Sciancas MATH 950

75 hours
Fee: $80.00

Physics for Haalth Sciences PHY 950

60 hours
Fee: $65.00

Chemistry for Haalth Sciancas CHEM 960

45 hours
Fee: $50.00

Introductory Biology for Health Sciances BIO 950

75 hours
Fee: $80.00

Introduction to Social Sciences SOC 950

45 hours
Fee: $50.00

Life Skills SOC 951

30 hours
Fee: $35.00

Pre Business Course

St. James Campus
8 weeks
Fee: $95.00 for registration in 3 coursas.

For registration in individual courses fee is quoted with each course below.
Admission policy: Students are referred to the Pre-Business courses after initial testing for regular Business programs. Students who fail to meet the standards required by the Business and Commerce Division are counselled and recommended for Pre-Business if there is a reasonable expectation that they will successfully complete the courses. This will qualify them to enter a two-year Business program. No students are admitted to Pre-Business without following the above procedure. It is therefore unnecessary to specify a prerequisite qualification.

Introduction to Businass 8US 907

40 hours
Faa: $50.00

Pre-Business English ENG 916

80 hours
Fee: $100.00

Pre-Business Mathematics MATH 912

80 hours
Fee: $100.00

Pre-Technology Courses

Monday to Friday
0800-1500 hrs.
Casa Loma Campus
Fee: $385.00

This series of courses will provide a realistic avenue of preparation for mature students not having the stated prerequisites to enter their chosen technology program. By taking these courses the mature student will be given a general education providing a reasonable expectation of success in a technology program.
The courses are offered as a day time package. Students wishing to enrol in individual classes must enquire about the scheduled times and fees by phoning 967-1212, ext. 426.

MATH 913—Pre-Technology Mathematics
MATH 914—Computer Studies
PHY 911—Introductory Physics
ENG 920—English A Language Development
HR 900—Liberal Studies, Life Skills and Human Relations
SC 900—Introduction to Engineering Science
EL 914—Introductory Electricity
MECH 907—Precision Measurement
DRAFT 903—Drafting
CHEM 914—Introductory Chemistry
ENG 921—English 8 Applied Communications
ELTC 922—Introductory Electronics
MECH 908—Introductory Metallurgy

Language Training

Pre-Intarmadiata English LT 813

Monday and Wednesday or Tuesday and Thursday 1900-2100 hrs.
Collega Campus
50 hours
Faa: $65.00

Course Content: This is a course for English as a second language learners who wish to proceed to Intermediate English. The course will concentrate on grammar but will include listening comprehension and pronunciation. There may also be some work in our language laboratory. Successful completion of this course would allow the student to continue studying English at a higher level.

Start dates:
Saptambar 15, 1980
January 19, 1981

Intarmediate English LT 812

Monday and Wednasday or Tuesdey and Thursday 1900-2100 hrs.
Collega Campus
50 hours
Fee: $65.00

Course Content: This is a course for second language learners who already know some English. Most of the course will be devoted to grammar but there will be some time for the following areas: speaking, writing, grammar and listening comprehension. There may be some work in our language laboratory to improve pronunciation. Students who successfully complete this Intermediate Course will qualify for the Advanced Course in English offered at College Campus.

Start dates:
Saptambar 15, 1980
Janyery 19, 1981

Advancad English As A Sacond Languega LT 803

Monday and Wednasday or Tuesday and Thursday 1900-2100 hrs.
Collega Campus
50 hours
Fee: $65.00

Course Content: For students who have already learned to speak and write basic English; includes reading comprehension and developing conversational skills and grammar.
Note: Arrangements can be made for students of this class to write the Michigan Test at this campus.

Start dates:
September 15, 1980
January 19, 1981

A Precticel Coursa in Taaching English as a Second Language to Adults LT 912

Monday and Wednasday 1915-2115 hrs.
Collage Campus
130 hours
Fee: $155.00

Prerequisite: Applicants should be native speakers of English with demonstrable expertise in the Canadian dialect. An exception could be made if a non-native speaker were judged to have equivalent fluency. Preference is given to those involved in the field.
Course Content: The course offers the person inexperienced in teaching E.S.L. a sound theoretical and practical foundation in the art. It offers the experienced E.S.L. teacher a review of modern theory and methodology. Other subjects include English phonology and grammar, contrastive studies, intercultural studies, teaching aids, language labs, material development and evaluation. Practical experience in the classroom is included. Enrolment is limited. To obtain an application form please phone 967-1212, Ext. 307 or 333.

Start date:
Septembar 21, 1980

Conversetional English for New Canadians (Advanced) LT 818

Monday and Wednasday 1900-2100 hrs.
College Campus
40 hours
Fee: $55.00

This course is designed for high intermediate and advanced students of English As A Second Language. The emphasis will be on developing conversational fluency. There will be no formal instruction in English grammar; therefore, students with grammar problems should register in Pre-intermediate E.S.L. (LT 813) or Intermediate E.S.L. (LT 812).
Some segments of these conversation activities will be video-taped in order to help students assess their performance.

Start datas:
September 15, 1980
January 19, 1981

ACADEMIC

Writing For Advanced Students of English As A Second Languege **LT 819**

Monday 1900-2100 hrs.
College Campus
25 hours
Fee: $35.00

This course is designed for high intermediate and advanced students of English As A Second Language. Guidance and practice in the art of clear written communication is offered. Participants will choose the particular type of writing that is a problem for them. Instruction will develop out of these specific writing problems.

Start detes:
September 15, 1980
Januery 19, 1981

English Pronunciation Part 1 **LT 917**

Tuesdey, 1900-2100 hrs.
College Campus
20 hours
Fee: $30.00

This course is designed for students of English As A Second Language at intermediate and advanced levels. In this short course the emphasis will be totally on developing good speech production knowledge and habits. Use of the language laboratory will be a part of the course. There will be no formal instruction in grammar.

Start detes:
September 16, 1980
Januery 20, 1981

English Pronunciation Part 2 **LT 919**

Tuesdey, 1900-2100 hrs.
College Campus
20 hours
Fee: $30.00

Prerequisite: LT 917 or previous study in phonology.
Course Content: This course will help students who have completed LT 917, or those who have studied some phonology in another course. Emphasis will be on refining English speech production with further study in transcription, sounds, stress and intonation.

Start detes:
September 15, 1980
Januery 20, 1981

Languaga Tast Preparation **LT 916**

Mondey end Wednesdey
1900-2100 hrs.
Collega Cempus
50 hours
Faa: $65.00

This course is designed for intermediate and advanced students of English As A Second Language who are planning to write tests of language proficiency such as the Michigan Test or the TOEFL (Test Of English As A Foreign Language). Intensive work will be done in the following areas: listening, reading comprehension, writing, grammar and vocabulary.

Start dates:
September 15, 1980
Januery 19, 1981

Speeking Canedien Franch (Besic) **LT 804A**

Tuesdey and Thursdey
1900-2100 hrs.
Collega Cempus
50 hours
Fee: $65.00

Course Content: This course offers general French language development appropriate to the individual's competence; language is presented in relevant French-Canadian sociocultural context.

Start detes:
Septamber 16, 1980
Januery 20, 1981

Speeking Canedien French (Intermediate) **LT 804B**

Tuesdey end Thursdey
1900-2100 hrs.
College Cempus
50 hours
Fee: $65.00

Course Content: This course offers general French language development appropriate to the individual's competence, language is presented in relevant French-Canadian sociocultural context.

Start datas:
September 16, 1980
Januery 19, 1981

Speeking Canedien French (Advencad) **LT 804C**

Tuesday end Thursday
1900-2100 hrs.
College Cempus
50 hours
Fee: $65.00

Course Content: This course offers general French language development appropriate to the individual's competence; language is presented in relevant French-Canadian sociocultural context.

Start detes:
Septamber 16, 1980
Januery 20, 1981

Spanish Languege end Heritaga (Basic) **LT 808A**

Mondey and Wadnesdey
1900-2100 hrs.
College Cempus
50 hours
Faa: $65.00

Course Content: Development of facility in both speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Spanish Culture, particularly the cultures of the Spanish-speaking countries in South America.

Start dates:
September 15, 1980
Januery 19, 1981

Spanish Languege and Heritaga (Intermediate) **LT 8088**

Mondey end Wednesdey
1900-2100 hrs.
College Cempus
50 hours
Fee: $65.00

Course Content: Development of facility in both speaking and the writing of the language, language instruction will be given in contexts that reflect the most notable features of Spanish Culture, particularly the cultures of the Spanish-speaking countries in South America.

Start dates:
September 15, 1980
January 19, 1981

Spanish Languege and Heritega (Advanced) **LT 808C**

Mondey and Wednesday
1900-2100 hrs.
College Campus
50 hours
Fee: $65.00

Course Content: Development of facility in both speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Spanish Culture, particularly the cultures of the Spanish-speaking countries in South America.

Start detes:
September 15, 1980
Januery 19, 1981

Stenderd Arabic for Beginnars **LT 918**

Mondey end Wednesday
1900-2100 hrs.
Collage Campus
50 hours
Fee: $65.00

This course will offer a basic knowledge of the Modern Standard Arabic language which is used throughout the Arab world. Special attention will be given to conversational skills and content will focus on contemporary Arab values. Class activities will concentrate on situations relevant to those engaged in business with the Arab world.

Start detes:
September 15, 1980
Januery 19, 1981

ARCHITECTURAL

Cabinet Meking Elementery **CAR 900**

Tuesday, 1900-2200 hrs.
Cesa Lome Campus
60 hours
Fee: $75.00

Course Content: This course is for the beginner home craftsman who wishes to learn the simplest joinery methods and woodworking practices used in furniture and cabinet making. Upon completion, the student should be able to develop and layout their own projects at home using the construction details provided in this course.

Start date:
September 16, 1980

Cerpantry for the Homeowner — Besic **CAR 901**

Thursdey, 1900-2200 hrs.
Cese Lome Campus
30 hours
Fee: $40.00

Course Content: This course is for the handyman who is interested in the proper use of portable power and hand tools for projects usually found around the home or cottage, such as hanging and trimming doors, installing locks and all those other jobs and repairs that require the knowledge of simple, but efficient carpentry work.

Start detes:
September 18, 1980
Jenuary 22, 1981

Cerpantry for the Journayman **CAR 902**

Wednesdey, 1900-2200 hrs.
Cesa Lome Campus
60 hours
Fee: $75.00

Prerequisite: Employment in the carpentry trade.
Course Content: Roof framing — equal pitch, basic stair building and national residential building code. Approximately 20 hours classroom theory, 40 hours practical.

Start deta:
September 17, 1980

Bricklaying **MAS 900**

Tuesday and Thursday
1900-2200 hrs.
Case Lome Campus
60 hours
Fae: $75.00

Course Content: The tools, equipment and materials used by the bricklayer, types and sizes, characteristics of bricks, types and preparation of mortars using various bonding agents in all weather, layout of walls, pilasters and piers using various bonds.

Start date:
September 16, 1980
Jenuery 19, 1980

Plumbing Dasign and Installation **PLUM 904**

Tuesday and Thursdey,
1900-2200 hrs.
Case Lome Campus
60 hours
Fee: $75.00

Prerequisite: Ontario Certificate of Qualification in Plumbing.
In order to obtain a master's plumbing licence, examination is required. In addition to comprehensive knowledge of the provincial plumbing code the candidate is expected to be familiar with such related areas as pertinent labour legislation, application of discounts, overhead and profits, and material take-off. The course is designed to encompass such areas in preparation for examination.

Start dete:
September 30, 1980

Plumbing Besic **PLUM 900**

Monday and Wednesdey
1900-2200 hrs.
Cesa Lome Campus
60 hours
Fee: $75.00

This course is intended to provide an introduction to domestic plumbing theory and practice. Instruction will be given in pipe materials and fittings, measurement, basic house design, trapping and venting. Some "hands on" skills will be demonstrated and students given the opportunity to use the common pipe fitting tools.

Start deta:
September 29, 1980
Janoery 19, 1981

Plumbing Qualification **PLUM 902**

Tuesday and Thursday
1900-2200 hrs.
Case Lome Campus
60 hours
Fee: $75.00

Persons eligible to write the Provincial Certificate of Qualification are required to possess a fairly thorough knowledge of plumbing theory in order to be successful. This course is designed to be a refresher for people who have already trained and/or require upgrading. It is general in scope and includes review of the provincial plumbing code.

Start dates:
Septamber 30, 1980
Janoery 20, 1981

Plumbing Rapeir and Installation for tha Homeowner **PLUM 905**

Monday and Wednesday
1900-2200 hrs.
Case Lome Campus
30 hours
Fee: $40.00

Course Content: Repair and installation of ball cock valves, sink and basin faucets, common plumbing fixtures, clearing of stoppages, jointing of copper, cast iron and A.B.S. Plastic piping and steel pipe, domestic hot water tanks and valves, septic tanks, permits and inspections.

Start date:
September 29, 1980

Sheet Metal Theory **SM 907**

Tuesday and Thursday
1900-2200 hrs.
Case Lome Campus
60 hours
Fee: $75.00

A concentrated course in sheet metal theory (*not pattern layout*) prepared to assist those persons who intend to write the Provincial Certificate of Qualification Examination. Due to the concentrated nature of the course, it is assumed that the students are already trained in the sheet metal trade and are primarily in need of review.

Start dete:
Septamber 30, 1980

Stetionary Engineering Courses

Case Lome Campus
90 hours
Fee: $110.00

Prerequisites: Enrolment in any of these courses does not automatically entitle the student to write Ministry examinations for accreditation toward certification. It is the responsibility of the student to determine eligibility with the Ministry of Colleges and Universities.
Course Content: The following courses are each of 90 hours duration and will encompass modular content as time permits.

STAT 901 Stationary Engineering — 1st Class — Wednesday
STAT 902 Stationary Engineering — 2nd Class — Monday
STAT 903 Stationary Engineering — 3rd Class — Tuesday
STAT 904 Stationary Engineering — 4th Class — Thursday

Start detes:
The week beginning
Septamber 15, 1980

Blueprint Reeding for Machina Tredes **ENDR 910**

Tuesday, 1900-2200 hrs.
Case Lome Campus
60 hours
Fee: $75.00

The aim of this course is to provide tradesmen with a basic understanding of blueprint reading.
Course Content: A study of orthographic and pictorial drawing systems. Freehand sketches of machine parts using multiview, isometric and oblique projections. The interpretation of industrial blueprints including notes, specifications, dimension, tolerances and surface finish.

Start date:
Septamber 16, 1980

ARCHITECTURAL

Blueprint Reading for tha Welding Trada **ENDR 572X**

Tuesday, 1900-2200 hrs.
Case Lome Campus
60 hours
Fee: $75.00

The aim of this course is to provide welders with a basic understanding of blueprint reading.
Course Content: A study of orthographic and pictorial drawing systems. Freehand sketching; sketches of welded parts using multiview projection and basic dimensioning principles. A study of welded detail and assembly blueprints, including auxiliary views, scale drawings, shop notes, dimensions, tolerances, small tool operations, sectional views and conventional practices. The interpretation of welding symbols.

Start dete:
Septamber 16, 1980

Blueprint Reading for Millwrights — Part 1 **ENDR 912**

Tuesday, 1900-2200 hrs.
Case Lome Campus
60 hours
Fee: $75.00

The purpose of this course is to provide tradesmen with a basic understanding in blueprint reading.
Course Content: Basic drafting principles; instruments, line work, pencil drawing techniques. The threeview drawing system. Principal views and single auxiliary views. Freehand sketching. Basic dimensioning principles. The study of blueprints typical of the trade.

Start date:
Septamber 16, 1980

Blueprint Reeding for Millwrights — Part 2 **ENDR 913**

Tuesday, 1900-2200 hrs.
Cesa Lome Campus
60 hours
Fee: $75.00

Prerequisite: Part 1 — ENDR 912 or equivalent.
This course is intended for tradesmen who wish to obtain a greater knowledge of trade blueprint reading.
Course Content: Advanced studies of blueprints, auxiliary views, sectional views, dimensioning systems, classes of machine fits and tolerances; manufacturing processes and material specifications; fastening devices, welding symbols; structural steel, standard shapes; structural layouts, piping drawings, theory of drives, spur and bevel gearing, couplings, "V" belts, hydraulics, use of industrial catalogues, the study of shop and field installation drawings.

Start date:
Septamber 16, 1980

Tachnicial Drawing — Part 1 **ENDR 901**

Thursday, 1900-2200 hrs.
Cesa Lome Campus
60 hours
Fee: $75.00

An introduction to drawing office practice, including instruction in the use of instruments, lettering, linework, applied geometry, third angle orthographic projection, oblique and isometric drawings, freehand sketching, conventions and symbols, sections, tolerances, limits and fits, surface roughness, gears, cams, pipe fittings and layouts, electrical drawings, layout and assembly drawings.

Start date:
September 18, 1980

Process Piping Drafting — Part 1 — A.T.E.C. Program (Approved) **ENDR 903**

Wednesday, 1900-2200 hrs.
Cesa Lome Campus
60 hours
Fee: $75.00

Prerequisite: Basic knowledge of mechanical drafting, ENDR 901 or equivalent.
The purpose of the course is to introduce to the draftsperson the specialized techniques of process piping drawing.
Course Content: Introduction to orthographic and pictorial piping drawing using single and double line representation, including piping symbols, fittings, valves, piping standards and classifications, schematics and flow diagrams. Materials, fabrication and simplified piping layout.

Start date:
Septamber 17, 1980

Architectural Drafting — Part 1 **DR 900**

Monday and Wednesday
1900-2200 hrs.
Cesa Lome Campus
60 hours
Fee: $75.00

Course Content: Drafting equipment and procedure, Canadian symbols and conventions, foundation and floor plans for various types of construction, site plans, typical wall section, window details, door details, stair details. Introduction to metric drawings.

Start detes:
Septamber 15, 1980
January 19, 1981

Architecturel Art and Prasentation — Part 1 **DR 902**

Tuesday,
Cesa Lome Campus
30 hours
Fee: $40.00

Prerequisite: Successful completion of DR 900 or equivalent, employment as a draftsperson or illustrator, or graduation at the Grade 12 level in Architectural Drafting.
Course Content: One and two point perspective, freehand approach and office method, interior and exterior sketching projects, shades and shadows, delineation techniques of furniture, trees, grass, etc. use of pencil, pen, markers and letratone.

Start date:
April 24, 1981

Blueprint Reading for the Construction Tredes **DR 931**

Monday and Thursday
1900-2200 hrs.
Case Lome Campus
60 hours
Fee: $75.00

Credit toward ARDR 610 and 620. Intended for those working in all branches of the building trades and serves as a foundation for further study.
Course Content: Orthographic projection, dimensions, pictorial drawing, drawing to scale, symbols and conventions, standard construction plan study, construction details, plan reading and interpretation. Introduction to metric drawings.

Start datas:
Septamber 15, 1980
Janoery 19, 1981

Air Conditioning Residentiel and Smell Commerciel **AIR 905**

Monday and Wednesdey
1900-2200 hrs.
Cese Lome Campus
90 hours
Fee: $110.00

Prerequisite: Employment in the heating or air conditioning industry as journeymen or equivalent.
This course provides the student a fundamental background in the theory and practice of residential and small commercial air conditioning systems and equipment.
Course Content: Fundamentals of refrigeration, compressors, condensers, evaporators, tubing and connections, standard operating procedures (evacuation, charging, leak testing), electric motors, motor starters and overloads, electric and control circuits, circuit testing and trouble shooting, winter operation, equipment selection, installation and start-up procedures, air problems and measurement, service analysis.

Start datas:
September 15, 1980
Janoery 26, 1981.

Warm Air Haeting and Air Conditioning **HT 900**

Wednesday, 1800-2100 hrs.
Casa Loma Campus
72 hours
Fee: $77.00

This course provides the student a fundamental background in system design and application on residential warm air heating and air conditioning systems with the option to write the external H.R.A. system design examination.
Course Content: Fundamentals of heat transfer, humidity and humidity control, heat loss and heat gain calculations by H.R.A. method, using the H.R.A. manuals, elements of system design (duct sizing, selection, comparison) introduction to system balancing.

Start date:
Septembar 17, 1980

Gas Fittar II **HT 907**

Monday and Wednesday, Tuesday and Thursday, 1900-2200 hrs.
Casa Loma Campus
90 hours
Fee: $110.00

This course provides the student the necessary background in trade theory and practice to write the Fuel Safety Branch Gas Fitter II License examination.
Course Content: Properties of natural gas and combustion fundamentals, gas physics (flow and pressures), gas meters and regulators, gas piping, gas venting, the atmospheric burner, principle of gas controls and control systems, gas conversion burners (installation and service techniques), flue gas analysis and combustion efficiency, general appliance requirements, review of codes and regulations.

Start detes:
Septembar 15, 16, 1980
January 22, 23, 1981

Gas Fitter I **HT 910**

Monday and Wednesdey, 1900-2200 hrs.
Casa Loma Campus
90 hours
Fee: $110.00

Prerequisite: Permanent Gas Fitter II Licence.
This course provides the student the necessary background in trade theory and practice to write the Fuel Safety Branch Gas Fitter I Licence examination.
Course Content: Properties of the gas flame and flame detection, flame safeguard system and terminology, non programming flame safeguard controls, fundamentals of controls (on-off, high-low-off, modulating-off), required C.G.A. valve train assemblies and components, limit controls and interlocks, programming flame safeguard controls, gas fired boilers (classification, firing systems, multiple boiler hook-up). Boiler and burner installation requirements (piping, venting and code requirements), flue gas analysis and combustion and boiler efficiency, introduction to process gas heating equipment.

Start dates:
Septembar 15, 1980
January 22, 1981

Oil Burnar III **HT 905**

Tuesday, 1900-2200 hrs.
Case Lome Campus
30 hours
Fee: $40.00

This course provides the student the necessary background in trade theory and practice to write the Fuel Safety Branch Oil Burner III Licence examination.
Course Content: Introduction to types of burners and their general principle of operation, introduction to burner component, storage and oil handling practices, introduction to temperature and combustion control, introduction to basic heating systems, annual conditioning and general start-up procedures, installation practices as required by the provincial code and local regulations.

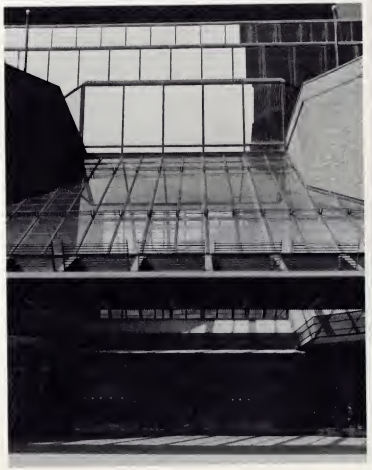
Start detes:
September 30, 1980
January 20, 1981

Oil Burner II **HT 913**

Monday and Wednesday 1900-2200 hrs.
Case Lome Campus
90 hours
Fee: $110.00

This course provides the student the necessary background in trade theory and practice to write the Fuel Safety Branch Oil Burner II Licence examination.
Course Content: Properties of fuel oil, theory of combustion, fuel oil firing systems, fuel pumps, nozzles, air handling components, ignition components, tanks and piping, combustion chambers and chamber materials, air and hot water temperature controls, combustion controls, control systems, service and installation practices, flue gas analysis and combustion efficiency, retro fitting and upgrading of existing systems, review of codes and regulations.

Start detes:
Septembar 15, 1980
Jenuery 19, 1981



Soler Heating Techniques **HT 911**

Tuesdey, 1900-2200 hrs.
Case Lome Campus
60 hours
Fee: $75.00

Prerequisite: Employed in heating or related area.
Course Content: Fundamentals, solar radiation, solar collectors, heat storage, systems and controls, system sizing and costing.

Start dete:
September 30, 1980

Energy Conservetion for the Homeowner **HT 912**

Wednesdey, 1830-2130 hrs.
Casa Lome Campus
12 hours
Fee: $25.00

Course Content: Rising fuel costs have placed increased emphasis on the need for homeowners to derive maximum benefit from their tax dollar. This course is designed to provide practical advice on lowering energy costs this winter. Topics coverd will be do-it-yourself insulation, insulation systems, window treatment, weather-proofing and furnace efficiency.

Start dete:
September 17, 1980

Energy Managament for Commercial Buildings **HT 914**

Monday
1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $40.00

This course provides a basic background in the techniques of energy management for commercial buildings.
Course Content: Introduction to energy cost, fundamentals and application of energy auditing, preventative maintenance techniques associated with energy management, quick fix and retro fitting, introduction to computerized control.

Start dete:
Septembar 15, 1980

Basic Electricity end Controls for Heeting and Air Conditioning **HT 915**

Tuesdey, 1900-2200 hrs.
Casa Loma Campus
42 hours
Fee: $55.00

This course provides a basic electrical and controls background for students entering the heating and air conditioning trades.
Course Content: Fundamentals of voltage, current and electrical resistance; Ohm's Law and the Law of Electrical Power, electrical circuits (series and parallel), electrical measurement and testing, electromagnetism and electro-magnetic equipment (relays, circuit breakers, etc.), introduction to alternating current, transformers, electric motors (operation and testing), electric wiring diagrams as applied to simple heating and cooling systems, principle and operation of the temperature controls, thermostats, limit controls, pressure controls, simple heating and cooling control systems.

Start dete:
Septembar 16, 1980

Propane Gas **AP 902**

Monday and Wednesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $75.00

This course provides the student the necessary background in trade theory and practice to write the Fuel Safety Branch Propane Gas Fitter "S3" Licence examination.
Course Content: Properties of propane gas, basic requirements for field approved appliances, propane piping and tubing requirements, review of ventilation and combustion air, general requirements for appliance storage and handling, cylinder filling, location and storage, propane tanks, accessories and equipment, transports, tank trucks and the transportation of propane, propane as an engine fuel, vaporizers, indirect and direct fired cylinder systems for highway mobile vehicles, basic domestic gas burner controls and heating system, domestic hot water heaters and gas-fired refrigerators.

Start detes:
September 15, 1980
Jenuery 19, 1981

Appliance Servicing Part I (Electricel Fundementals end Rengas) **AP 903**

Tuesdey and Thursday, 1800-2100 hrs.
Casa Loma Campus
60 hours
Fee: $75.00

This course provides the student a basic background on electrical theory and practice as applied to major appliances with particular stress on electrical ranges.
Course Content: Nature of electricity, basic electrical quantities, Ohm's Law and its application, electrical circuits, magnetism and electromagnetism, electrical circuitry and fault finding, motors, power and heating effects, electrical measuring instruments, various switching devices, theory and test procedures of microwave and conventional ranges.

Start detes:
September 30, 1980
January 20, 1981

Appliance Servicing Part II (Domestic Refrigeretion) **AP 904**

Tuesdey end Thursday, 1800-2100 hrs.
Casa Loma Campus
60 hours
Fee: $75.00

This course provides the student a basic background on theory and repair practice for domestic refrigerators, freezers and window air conditioners.
Course Content: Fundamentals, compression system of refrigeration, refrigerants, liquid feed devices, evaporators, compressors, condensers, electric motor controls, defrosting methods, food preservation, evacuating and charging, conditioners, circuit tracing, fault finding, service and analysis.

Start detes:
September 30, 1980
Janeery 20, 1981

Appliance Servicing Part III (Laundry Equipment) **AP 905**

Monday and Wednesday, 1800-2100 hrs.
Casa Loma Campus
60 hours
Fee: $75.00

Prerequisite: Satisfactory completion of AP 903 or equivalent.
Course Content: Theory and operation of automatic washers, dryers, and dishwashers, fault finding and repair procedures, circuit tracing, service analysis.

Start dete:
Septembar 29, 1980

ARCHITECTURAL

Air Conditioning Design I **AIR 900**

Wednesday, 1800-2100 hrs.
Case Lome Campus
72 hours
Fee: $77.00

This course provides the student the basic theory and application of system design for air conditioning systems as to H.R.A. standards.
Course Content: Fundamentals of heat transfer, humidity and humidity control, heat gain and heat loss calculations by H.R.A. method using the H.R.A. manuals, elements of system design and application (duct sizing, equipment selection, comparison), introduction to system balancing, application of air conditioning equipment.

Start date:
September 17, 1980

Pneumatic Controls **AIR 907**

Thursday, 1900-2200 hrs.
Case Lome Campus
30 hours
Fee: $40.00

Prerequisite: Employment in the Heating and Air Conditioning industry as a journeyman or equivalent.
Course Content: Introduction to pneumatic control circuits, typical applications to radiation, central fan heating, fan coil units, induction units, and year round air conditioning systems.

Start date:
October 2, 1980

Refrigeration — Part I **REF 900**

Tuesday and Thursday,
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $75.00

Course Content: Refrigeration fundamentals and principles, compression system of refrigeration, properties of refrigerants, metering devices, expansion valves, evaporators, condensers, compressors, flow equipment, electric controls and control valves, lubrication, servicing (charging and evacuation), trouble shooting problems, shop demonstrations of silver brazing.

Start datas:
September 30, 1980
January 20, 1981

Refrigeration — Part II **REF 901**

Monday and Wednesday,
1900-2200 hrs.
Casa Lome Campus
60 hours
Fee: $75.00

Prerequisite: Successful completion of REF 900 or equivalent experience.
Course Content: Review of fundamentals, defrost methods, time clocks, compressor drives, test instruments and application, piping, heat load calculations, temperature and pressure control of multiple coil installations, refrigeration application, humidity control, cold storage, basic psychrometric analysis, secondary refrigerants, liquid cooling, motor starting (relays, starters, contactors) and motor overload protection, heating and cooling thermostats and trade safety.

Start dates:
Septmber 29, 1980
January 20, 1981

Refrigeration — Part III **REF 902**

Tuesday, 1830-2130 hrs.
Casa Lome Campus
90 hours
Fee: $110.00

Prerequisite: REF 901.
Course Content: Roof top condensers; piping systems, chillers, heat pumps, symbols, starters and contactors, packaged units, humidifiers, dehumidifiers, air cleaning equipment, electronic and curtain, odour control, load calculations, commercial and air conditioning, psychrometric analysis, selection of equipment, introduction to pneumatic systems, control circuitry, trouble-shooting, safety.

Start date:
Septmber 30, 1980

Construction and Engineering Surveying — Part I **SURV 900**

Tuesday and Thursday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $75.00

Prerequisite: Reasonable hand-eye co-ordination for the manipulation of small parts.
This course provides the student with the fundamental techniques of construction and engineering surveying.
Course Content: History and uses of surveying; units of measurement; use of basic drafting equipment; drafting from sample field notes; distance measurement; levelling and contours; care and use of engineer's transit; preparation and interpretation of site plans.

Start date:
Septmber 16, 1980

Construction and Engineering Surveying — Part II **SURV 901**

Tuesday and Thursday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $75.00

Prerequisite: SURV 900 or equivalent.
This course uses techniques learned in SURV 900 to develop methods of solving common on-site problems.
Course Content: Azimuths and bearings; solution of triangles; circular geometry; roads and layout; sewers and sewer layout; building layout; grades and drainage.

Start date:
Janueny 20, 1981

BUSINESS & COMMERCE

BUSINESS & COMMERCE

The Business and Commerce Division is offering a number of Part Time Certificate Programs.

These Programs comprise a number of compulsory subjects as well as one or more electives. The following pages feature outlines of the various programs. Course descriptions can be found under the subject area. i.e. ACC under ACCOUNTING or E.D.P. under ELECTRONIC DATA PROCESSING.

NOTE: Register for Part Time Programs or Courses at St. James Campus only.

Certificeta Programs ara available in:

1. **Accounting**
2. **Business Management**
3. **Legal Office Procadures**
4. **Records Menegement**
5. **Sacreterial Practice**
6. **Physical Distribution Managament**

Part Time Certificete Progrem in Accounting

This program is designed for persons who wish to acquire a thorough knowledge of the main aspects and facets of accounting. It will be of particular interest to those who are already working in junior positions in that field. However, the program is also valuable to all persons interested in a general career in business administration.

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Coursas:
4 compulsory, 2 electives

Compulsory for Accounting
ACC 100X —
Introduction to Accounting
ACC 102X —
Accounting II
ACC 202X —
Cost Accounting I
EC 903 — Economics

Electives for Accounting
BUS 900-A
Business Management I
BUS 900-B
Business Management II
ENG 201X*
English and The Business World
OMDP 902
Business Law
EDP 900
Introduction to E.D.P.
Any other E.D.P. Course.

**Part Time Certificata Program in Business Menegement*

The prime purpose of this program is to develop potential managers and persons presently employed in junior managerial positions of Canadian businesses.

Entrance requirements for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Coursas:
4 compulsory, 2 electives

Compulsory for Businass Manegamant
BUS 900-A
Business Management I
BUS 900-B
Business Management II
MARK 100X
Marketing
ACC 100X
Accounting I

Elective for Business Manegamant
EDP 900
Introduction to Data Processing
ACC 102X
Accounting II
ACC 202X
Cost Accounting I
ENG 201X*
English and The Business World
OMDP 902 Business Law
PHD 100X
Introduction to Physical Distribution Systems
BUS 101X
Human Relations
EC 903
Economics

**"English and the Business World" is a compulsory subject for all students whose native language is not English. Information about this course can be found in the Academic Studies section.*

**Part Time Certificete Program in Business Menegement*

The prime purpose of this program is to develop potential managers and persons presently employed in junior managerial positions of Canadian businesses.

Entrance requirements for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Coursas:
4 compulsory, 2 electives

Compulsory for Businass Manegamant
BUS 900-A
Business Management I
BUS 900-B
Business Management II
MARK 100X
Marketing
ACC 100X
Accounting I

Elective for Business Manegamant
EDP 900
Introduction to Data Processing
ACC 102X
Accounting II
ACC 202X
Cost Accounting I
ENG 201X*
English and The Business World
OMDP 902 Business Law
PHD 100X
Introduction to Physical Distribution Systems
BUS 101X
Human Relations
EC 903
Economics

**"English and the Business World" is a compulsory subject for all students whose native language is not English. Information about this course can be found in the Academic Studies section.*

Part Time Certificata Program in Legal Office Procedures

This program will provide successful graduates with the necessary skills and knowledge for entry into stenographic/secretarial positions usually found in legal offices.

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses:
5 compulsory, 1 elective

Compulsory Coursas
TYP 905
Advanced Typing
SHP 900 A&B
Pitman Shorthand — Theory
SHP 901**
Shorthand Development — Speed
OP 203A-C
Legal Office Practice
ENG 201X*
English and The Business World

Elective Coursa — Ona of the Following
OMDP 902
Business Law
ENG 401X
English and The Legal World
DIC 505X
Dictaphone
BOK 552X
Bookkeeping
RM 900
Introduction to Record Management

**English and the Business World" is a compulsory subject for all students whose native language is not English. Information about this course can be found in the Academic Studies section.*
***Can be waived if student attained 100 wpm in SHP 900.*

Part Time Certificata Progrem in Secretariel Practica

This program will appeal to applicants who wish to embark on a career in the stenographic/secretarial field as well as those who wish to refresh old skills in order to return to office positons.

Entrance requirements for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Coursas:
5 compulsory, 1 elective

Compulsory Courses
TYP 905
Advanced Typing
SHP 900A&B
Pitman Shorthand — Theory
SHP 901**
Pitman Shorthand — Speed
ENG 201*
English and the Business World
RM 900
Introduction to Records Management

Elactiva Coursa — One of the Following
OMDP 902
Business Law
DIC 505X
Dictaphone
EDP 900
Introduction to Data Processing
MARK 100X
Marketing
BOK 552X
Bookkeeping
RM 901
Advanced Records Management

**"English and the Business World" is a compulsory subject for all students whose native language is not English. Information about this course can be found in the Academic Studies section.*
***Can be waived if student attained 100 wpm in SHP 900.*

BUSINESS & COMMERCE

Part Time Certificata Program in Records Managements

This program, offered in cooperation with the Association of Records Managers and Administrators, may be of interest to all people who are presently involved in the management of business communications, EDP records, files, forms and reports, records system and procedures, retention, protection and disposal of vital records.

Persons aspiring to Management positions in these areas should find that this program is particularly helpful.

The six course certificate program consists of the following:

Compulsory Courses
RM 900
Introduction to Records Management
RM 901
Advanced Records Management

Elective coursas — Choosa a minimum of two courses from tha list below
RM 902
Forms Management
RM 903
Manuals Management
MICRO 900
Microfilm for Your Business
FORMS 900
Forms Design
FORMS 901
Procedural Analysis

Choose a maximum of two courses from the general Business and Commerce program.

Physicel Distribution Menegement Certificate Program

The program is ideal for people working in related areas who need to strengthen their knowledge of physical distribution.

Relevant management tools and techniques will be applied to physical distribution problems to emphasize the decision making role of the Physical Distribution manager.

The prerequisite for anyone taking this full program is a Grade 12 general education. Those without Grade 12 may "audit" respective courses but will not receive course credits. Upon successful completion of a course there will be a course certificate and upon completion of the 6 courses there will be a program certificate.

The Physical Distribution courses — PD 100X, PD 202X and PD 205X — are to be taken consecutively. Electives can be taken at any time.

Compulsory courses
PD 100X
Introduction to Physical Distribution Systems
PD 202X
Physical Distribution Systems Management I
PD 205X
Physical Distribution Systems Management II
BUS 101X
Human Relations

Elective coursas
Choose any 2 from the following noting the prerequisite status in each category:
RM 900
Introduction to Records Management
RM 901
Advanced Records Management
EDP 900
Introduction to Electronic Data Processing (E.D.P.)
ACC 100X
Introduction to Accounting
ACC 102X
Accounting II
ACC 202X
Cost Accounting

Accounting and Bookkeeping

Accounting I — ACC 100X

Tuesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $60.00

This course will cover the basic concepts and methodology of accounting as applied to either a service or merchandising business. Income measurement and valuation problems will also be studied. Major topics will include: the accounting equation; balance sheet preparation; income statement preparation; the end-of-period process; cash and receivables; inventory and plant and equipment.

Note: Students enrolled in the "Part-time Certificate Program in Accounting" must obtain a "B" standing in order to proceed further.

Start dates:
September 16, 1980
January 20, 1981
April 28, 1981

Accounting II — ACC 102X

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $60.00

This course will deal with problems related to sources and uses of invested capital, with analysis and interpretive problems pertaining to financial reporting, as well as, with cost accumulation, cost contol and financial planning.

Major topics include: shareholders' equity, dividends and retained earnings, proprietorship and partnership capital, debt financing, investments, statement of changes in financial position, accounting for manufacturing operations, cost, volume and income analysis.

Start dates:
September 17, 1980
Janyery 21, 1981
April 29, 1981

Accounting (Intarmadiata) — ACC 200X

Thursday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $60.00

The emphasis is on accounting from the point of view of management analysis and control. Topics include capital and debt structure of a limited company, analysis of financial statements and statements of sources and application of funds, taxes and their influence on business decisions, budgeting and its use by management for planning and control.

Start date:
September 18, 1980

Cost Accounting — ACC 202X

Monday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $60.00

The course is designed for students with an accounting standing equivalent to ACC 100 and 102, and for those who are currently engaged in the bookkeeping field in industry and who wish to study cost accounting. It is a compulsory subject for students enrolled in the Accounting program.

Course Content: Basic concepts, fundamental principles, materials, labour, and overhead as applied to cost accounting; the above concepts and principles utilized in the solution of simple costing problems and cost accounting techniques employed for the solution of major financial cases

Start dates:
September 18, 1980
Janyery 22, 1981,
April 27, 1981

Auditing end Taxetion — ACC 205X

Wadnesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $60.00

Principles and practices of auditing, with particular emphasis on the understanding of a good system's design and the evaluation of internal control. Year-end verifications of assets and liabilities. Income tax act and its regulations. Preparation of individual and corporate tax returns.

Start date:
January 21, 1981

Money, Banking and Financa — BUS 906

Monday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $60.00

The purpose of this course is to examine the role of money and financial assets in the economy, as well as the operation of the banking system in Canada. The course will focus on the role of the central bank (Bank of Canada) and the influence of its monetary policy on the economy. Other topics will include the structure of the international payments system.

Start dates:
September 15, 1980
April 27, 1981

Economics — EC 903

Monday end Wednesdey, 1830-2130 hrs.
St. James Campus
90 hours
Fea: $110.00

Course Content: Basic economics and industrial organizations; forms of economic organization and their strengths and weaknesses. Monetary theory: money, credit and banking, Canadian banking system. Forms of business organization and business financing. Supply and demand, business cycles and compensatory countercyclical fiscal policy. Labour economics. Insurance. Civics, organization of federal, provincial and municipal governments.

Start datas:
Septembar 15, 1980
April 27, 1981

BUSINESS & COMMERCE

Bookkeeping I **BOK 552X**

Monday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $60.00

This course will provide students with a sound knowledge of bookkeeping concepts and procedures which form the basis of any accounting system.
It will allow students to enter the job market in the field of bookkeeping and it will prove to be a solid background for those students who want to continue with more advanced studies of accounting.
Major topics will include: analyzing business transactions affecting assets, liability and owner's equity accounts, as well as, revenue and expense accounts; recording business transactions; the trial balance; posting, adjustments and closing entries; accounting for professional enterprises; financial statements, petty cash and payroll.

Start dates:
September 15, 1980
January 19, 1981
April 27, 1981

Human Relations **BUS 101X**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $60.00

An introduction to the fundamental principles of human relations; an analysis of the general nature of man as viewed from various thinkers, sciences and disciplines such as philosophy, psychology, economics, political science, theology, sociology, music, poetry, art, modern business management theories, etc.; an elementary examination of such topics as: Who am I? (self-awareness); effective communications; effective listening. Students are encouraged to read, research books, periodicals, and to develop a deeper appreciation that all knowledge is potentially valuable as an insight into human relations and human behaviour.

Start dates:
September 17, 1980
January 21, 1981
April 29, 1981

Government Administration **BUS 104X**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $60.00

An introduction to the organization and functions of municipal government in Ontario, with special emphasis on the City of Toronto and the Metropolitan Toronto Corporation. The course will analyze both the political and bureaucratic structures of Civic Government, with some reference to changing urban politics and their ongoing effect on municipal policy and administration.

Start dates:
September 17, 1980
April 29, 1981

Selling Yourself and Your Firm **BUS 108X**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $60.00

Your ability to make a personal presentation of yourself, of your ideas and of your service is a valuable aid in all your business contacts — to management, to subordinates, to customers, to suppliers, to government officials. This ability to sell yourself and your service is enhanced through an understanding of the planning, and techniques of persuasive communication. Videotape assistance is used in developing these skills.

Start dates:
September 17, 1980
April 29, 1981

Financial Markets **BUS 130X**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $60.00

The initial objective of this course is to familiarize students with the basic concepts and terminology of stock and bond markets. Intensive studies will be made of price trends and terminals. Meaningful stock price changes will be recorded in records designed for that purpose. The ultimate objective is to enable students to utilize market principles and their own records as basic determinants of trading. Other topics include: brokerage accounts and services, setting up and managing a portfolio, mutual funds, R.R.S.P.'s, R.H.O.S.P.'s annuities, speculation and options, real estate and mortgage investment, estate planning and budgeting.

Start dates:
September 17, 1980
April 29, 1981

Business Management I **BUS 900A**

Tuesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $60.00

First of a two-part course for people in junior or middle management positions. Compulsory subject for the Business Management Certificate (Part-time).
Course Content: Background; orientation, definition of a manager, importance of the environment. Business in Canada; an overview, nature and importance of business history, corporate structures, participation in planning a company. Principles; decision making and policy formulation, organizing and staffing, planning and controlling, communication and directing. Management; qualifications, senior management, first line management, middle management.

Start dates:
September 16, 1980
April 28, 1981

Business Management II **BUS 900B**

Tuesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $60.00

Second part of a two-part course for people in junior or middle management positions. Compulsory subject for students enrolled in Business Management Certificate (Part-time).
Course Content: Functions; production, marketing, financial and personnel functions. Current and future concerns; business and government, international corporations, business in the future.
Case studies for each major topic.

Start dates:
January 20, 1981

Woman in Business **BUS 903**

Tuesday, 1900-2100 hrs.
St. James Campus
30 hours
Fee: $40.00

A positive introduction to the acquisition of skills necessary for management development.
This course will help women in starting their own businesses or in moving up the "corporate ladder".
This is a survey course, emphasizing self-analysis and career planning, as well as, some of the more practical skills of the management process, such as legal and financial planning, marketing and public relations, and some specific business strategies.
There will be a number of guest speakers with question periods to follow.

Start dates:
September 16, 1980
April 28, 1981

Marketing **MARK 100X**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $60.00

Prerequisite: Grade 12 or equivalent.
Course Content: Introduction to basic marketing concepts and practices as related to the consumer; marketing terminology, controllable and non-controllable variables, target market identification by demographic and geographic segmentation.

Start dates:
September 17, 1980
January 21, 1981,
April 29, 1981

Marketing Research and Information Systems **MARK 202X**

Tuesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $60.00

Prerequisite: MARK 100X or equivalent.
Designed for the user of information rather than for the technical research specialist, the course emphasizes the definition of decision-oriented information needs and the interpretation of information results. Sampling and measurement techniques are studied. Text, cases, project.

Start dates:
September 16, 1980
January 20, 1981

BUSINESS & COMMERCE

Marketing Management I **MARK 205X**

Thursday, 1800-2100 hrs.
St. Jemes Campus
42 hours
Fee: $60.00

Prerequisite: MARK 100X, MARK 200X
This course interrelates elements of the marketing mix that were studied separately in previous courses by comparing various strategies and their underlying causes, relating these to product and price. Text, cases, computer simulation, project.

Start dete:
Januery 22, 1981

Retail Advertising Copy Writing **MARK 901**

Thursday, 1800-2100 hrs.
St. Jemes Campus
42 hours
Fee: $60.00

This course was developed to enable prospective retail advertising writers to hone their talents, and to attain marketable skills.
Students will develop their own portfolio during the course, and a professional work environment will be simulated to the greatest extent possible. Upon successful completion, graduates will be able to fill permanent positions or to work on a freelance basis.
Major topics include: product research; creativity — what it isn't; subheadings and editorials; body copy; editing copy; radio writing; T.V. writing; direct mail.

Start dete:
Septembar 18, 1980

Retail Advertising Copy Writing (Advancad) **MARK 902**

Tuesday, 1800-2100 hrs.
St. Jemes Campus
30 hours
Fee: $85.00

Prerequisite: MARK 901 or comparable practical experience.
This course is a natural outgrowth of MARK 901. The advanced level of instruction combined with workshops will enhance the students' chances of obtaining full-time employment.
Course Content: Writing copy of regular price, sale, image and institutional advertisements; radio and television writing; direct mail, billboards and posters. Term project will entail creating a complete advertising campaign using all media covered in this course.
Enrollment limited to 16.

Start dete:
Januery 20, 1981

Introduction to Physicel Distribution Systems **PD 100X**

Wednesday, 1830-2130 hrs.
St. Jemes Campus
42 hours
Fee: $60.00

A survey course dealing with the actual movement of products, from the producer to the customer. Areas involved include communication, order processing, inventory control, material handling, warehouses and warehousing, location analysis, protective packaging and traffic management.

Start dates:
September 17, 1980
Januery 21, 1981

Physical Distribution Systems Menagament I **PD 202X**

Thursday, 1800-2100 hrs.
St. Jemes Campus
60 hours
Fee: $75.00

Prerequisite: PHD 100X
This course follows the introductory P.D.; it is an integrated systems course covering the total PD system and also its sub-systems from a management point of view. The different facets of PD and its interaction with other business areas will be part of this systems approach.
Relevant management tools and techniques such as systems analysis, planning and costing, will be applied to physical distribution problems to give greater exposure of decision making to the PD supervisor, coordinator or manager.

Start dates:
Januery 22, 1981

Physical Distribution Systems Management II **PD 205X**

Tuesday and Thursday, 1800-2100 hrs.
St. Jemes Campus
90 hours
Fee: $110.00

This is a senior integrative systems course. It provides the final coordination of all components areas (sub-systems) of physical distribution and of the total physical distribution system with the other areas of an enterprise. Also, major management tools are dealt with extensively and integratively with respect to the physical distribution areas.

Start dete:
April 28, 1981

Introduction to Records Menagement RM I **RM 900**

Wednesdey, 1800-2100 hrs.
St. Jemes Campus
42 hours
Fee: $70.00

Course Content: This basic course is designed to introduce the student to the broad range of subjects covered by Records Management. Lectures, syndicate exercises and discussions will help to define problem areas, possible solutions and benefits that can be gained by better control of all records. Emphasis is on training the student for supervised work.

Start dates:
September 17, 1980
Januery 21,1981

Advancad Records Menegement RM II **RM 901**

Wednesday, 1800-2100 hrs.
St. Jemes Campus
42 hours
Fee: $70.00

Prerequisite: RM 900.
Course Content: An in-depth study of the subjects covered in RM 900 will help to develop further previously acquired knowledge. Syndicate exercises and discussion of relevant topics will help to provide the practical background necessary for management positions in the profession.

Start dete:
Septamber 17, 1980
Januery 21, 1981

Forms Menegement RM III **RM 902**

Thursdays, 1800-2100 hrs.
St. Jemes Campus
42 hours
Fee: $70.00

This course is designed to provide the student with the knowledge necessary to establish and administer a comprehensive Forms Management program.
The course is beneficial to those wishing to increase their understanding of Forms Management as an element of a total Records Management Program, or further their careers within the Forms Management field.

Start dates:
Septamber 18, 1980
Januery 22, 1981

Manuals Menegamant RM IV **RM 903**

Wednesday, 1800-2100 hrs.
St. Jemes Campus
42 hours
Fee: $70.00

Course Content: Introduction; program elements, production procedure I; production procedure II; effective writing I; effective writing II; caption writing; playscript writing; directives control; supplies; correspondence standards; course review.

Start dates:
September 17, 1980
Januery 21, 1981

Microfilm for Your Business **MICR 900**

Tuesday, 1800-2100 hrs.
St. Jemes Campus
42 hours
Fee: $70.00

This basic course is designed to introduce students to the various facets of micrographics and to provide an understanding of fundamentals in the following areas: computer output microfilm (com); roll microfilm; unit microforms; engineering drawings; micropublishing; equipment available; cost benefit studies; film processing and quality control. As well, they will have gained and understanding of the basics of producing, processing, duplicating and using the various microforms, roll, jacket, microfiche, and aperture cards. Instruction will also be given in preparing a cost/benefit study, and there will be a session on the various types of equipment available, and how to select the equipment that best suits a particular application.

Start dates:
September 16, 1980
Januery 20, 1981

Procadural Analysis **FORM 900**

Monday, 1800-2100 hrs.
St. Jemes Campus
42 hours
Fee: $70.00

The course will consist of 14 sessions of three hours each, and will introduce the student to the following topics: forms analysis, procedural analysis, typewriter analysis, high-speed printer evaluation, recurring data, flow-charting. There will be a number of written assignments and class exercises throughout the course, as well as a final examination (Mandatory course for certificate in Paper-work Simplification. Optional course for certificate in Records Management).

Start dates:
September 15, 1980
Januery 19. 1981

BUSINESS & COMMERCE

Forms Design **FORM 901**

Wednesday, 1800-2100 hrs.
St. Jemes Campus
42 hours
Fee: $70.00

This course consists of fourteen sessions of three hours each, and will introduce the student to the following topics: forms management overview, principle of forms design, design standards, developing effective titles, spacing arrangements, paperweights and copy marking, There will be three tests, one assignment, and a final examination. (Mandatory course for certificate in Paper-work Simplification. Optional course for certificate in Records Management).

Start dates:
September 17, 1980
Januery 21, 1981

Electronic Data Processing

Introduction to Data Processing **EDP 900**

Wednesday, 1800-2100 hrs.
St. Jemes Campus
42 hours
Fee: $60.00

This course provides an overview of business data processing which will prepare the participant for further study in the areas of programming and systems analysis. Topics include hardware and software features, programming languages, flowcharts, and programming experience.

Start dates:
September 17, 1980
Januery 20, 1981
April 29, 1981

Cobol I **EDP 101X**

Tuesday, 1800-2100 hrs.
St. Jemes Campus
42 hours
Fee: $60.00

Language mechanics of COBOL are introduced and students gain practical experience by writing programs to solve business type problems. Emphasis is placed on documentation of programs.

Start dates:
September 16, 1980
Januery 20, 1981

Cobol II **EDP 200X**

Tuesday, 1800-2100 hrs.
St. Jemes Campus
42 hours
Fee: $60.00

Prerequisite: A "C" standing in COBOL I or equivalent.
Applications such as accounts receivable and payroll are the subject of programming assignments. Techniques include sorting, summarizing and master file update.

Start dates:
September 16, 1980
April 28, 1981

Programing I **EDP 103X**

Monday, 1800-2100 hrs.
St. Jemes Campus
42 hours
Fee: $60.00

Prerequisite: EDP 900
Language mechanics of cobol are introduced and students gain practical experience by writing programs to solve business type problems. Emphasis is placed on documentation of programs.

Start dates:
September 16, 1980
Januery 20, 1981

Insurance Courses Leading to A.I.I.C. Designation

"These courses are offered in cooperation with the Insurance Institute of Canada.
An examination fee of $15 per A.I.I.C. subject is collected on behalf of the Institute upon registration. The examination fee for General Insurance Essentials is currently $10."

Principles and Practica of Insurance **INS 911**

Monday, 1730-2030 hrs.
St. Jemes Campus
36 hours
Fee: $60.00

Introducing the Insurance business; the organization and operation of Insurance; Law; basic documents — applications; binders and policies; from application to expiry; reinsurance; federal and Provincial controls; production of business; adjusters; underwriters' associations or boards; history; how to read a policy.
Note: This course is a prerequisite for any other A.I.I.C subject.

Start dates:
Septamber 8, 1980
Januery 5, 1981
April 6, 1981

Insurance on Property I **INS 912**

Wednesday, 1730-2030 hrs.
St. Jemes Campus
36 hours
Fee: $60.00

Prerequisite: INS 911.
Basic fire insurance policy, extended coverage endorsement; Insurance Act provisions — fire insurance; Fire Statutory Conditions; concepts relating to property insurance, coinsurance, mortgage clauses; dwelling fire insurance coverages; dwelling extended coverage endorsement; introduction to inland marine and multi-peril, general features of inland marine and multi-peril forms and underwriting of these forms; householders' named perils, personal effects floater, fine arts policy, miscellaneous coverages; composite dwelling policy, homeowners' policy, tenants' package policy; co-operatives and condominiums.

Start dates:
September 10, 1980
Januery 7, 1981
April 8, 1981

Insurance on Property II **INS 933**

Tuesday, 1730-2030 hrs.
St. Jemes Campus
36 hours
Fee: $60.00

Prerequisite: INS 911, 912
Business fire coverages; extended coverage endorsements E.C.K.L.J. rating; fundamental principles and purposes of underwriting; practice of underwriting; the mechanics of underwriting; insurance plans; plan drawing; mercantile coverages and commercial coverages designed for specific purposes; bailees; coverages; real property insurance; basic fire policy; survey practice.

Start dete:
Septamber 9, 1980
Januery 6, 1981
April 7, 1981

Insurance Against Liebility **INS 913**

Thursdey, 1730-2030 hrs.
St. Jemes Campus
36 hours
Fee: $60.00

Prerequisite: INS 911
The law of Negligence — Common Law — basic principles, the courts, employer and employee, independent contractors, dangerous things, animals, children and parents, damages, liability of owners and occupiers for dangerous land or premises, public authorities, conflict of laws, fatal accidents, defences.
The Law of Negligence — Province of Quebec.

Start dates:
September 11, 1980
Januery 8, 1981
April 9, 1981

Insurance on the Person **INS 934**

Wednesday, 1730-2030 hrs.
St. Jemes Campus
36 hours
Fee: $60.00

Prerequisite: INS 911
History, types of policies, premiums, multi-party policies, computation of premiums — mortality, interest, expenses; office reserves — policy values, annual statements; savings and protection — uses of policies, effect of taxation; the Insurance Act; underwriting life insurance; business life insurance, pension plans, group insurance, equity investments, agency systems.
Accident and Sickness — history, the Insurance Act, Statutory Conditions; coverages, underwriting, group insurance.

Start dates:
Septamber 10, 1980
Januery 7, 1981
April 8, 1981

Insurance egeinst Crime INS 935

Tuesdey, 1730-2030 hrs.
St. Jemes Cempus
36 hours
Fee: $60.00

Prerequisite: INS 911
Definitions, policy conditions; Robbery insurance — interior messenger and paymaster robbery (hold up) policy; Burglary insurance — safe burglary policy, mercantile stock burglary, damage to buildings by burglary or robbery; Theft insurance — church theft, residence theft; Broad form coverage — money and securities policy (broad form); Safe deposit box policies — standard safe deposit box policy (lessee's burglary and robbery cover), lessee's cover (broad form), lessor's cover (blanket insurance), lessor's cover (liability insurance); fidelity, forgery; Package policies — comprehensive dishonesty, disappearance and destruction policy, office — store burglary and robbery, broad form storekeepers, brokers blanket bonds; physical protection; underwriting; rating; claims.

Stert detes:
September 9, 1980
Jenuery 6, 1981
April 7, 1981

Automobile Insurance INS 914

Tuesdey, 1730-2030 hrs.
St. James Cempus
36 hours
Fee: $60.00

Prerequisite: INS 911
Introduction and development, and applications in general, applications for Owner's form (S.P.F. I); Owner's form — Section A — Third Party Liability; Owner's form — Section B Accident Benefits coverage; Owner's form — Section C — Own damage; General provisions, definitions and exclusions; Automobile insurance law and Statutory Conditions; endorsements which may be used with Owner's form; Non-owned Liability insurance; garage coverages; automobile insurance variations in the provinces; financial responsibility laws; highway victims indemnity funds; absolute liability, filing proof of financial responsibility; facility; compensation without fault; rating, claims.

Stert detes:
September 9, 1980
Jenuery 6, 1981
April 7, 1981

Loss Adjustment and Claim Settlement INS 915

Wednesdey, 1730-2030 hrs.
St. James Cempus
36 hours
Fee: $60.00

Prerequisite: INS 911, INS 914
Adjusting in general, the adjuster's obligations, ethics; the contract — definition of terms, types of contract; relationships — waiver and estoppel, non-waiver agreements, proximate cause, without prejudice, reports; subrogation; aids to implementing adjustments — catastrophe plan, arbitration agreements, Insurance Crime Prevention Bureau, guiding principles; first party claims; public liability insurance; products liability; professional liability; bond claims — fidelity and surety; preserving the evidence, litigation; termination of a claim.

Stert detes:
September 10, 1980
Jenuery 7, 1981
April 8, 1981

Casualty Covers INS 943

Thursdey, 1730-2130 hrs.
St. James Cempus
36 hours
Fee: $60.00

Prerequisite: INS 911
Glass Insurance — policy coverage, underwriting, claims; Surety bonds — underwriting terms, principles of suretyship, miscellaneous bonds, contract bonds, fiduciary bonds, administration bonds, underwriting, cancellation, surety claims procedure; Boiler and machinery insurance — history, main classes of objects for insurance, the policy, schedules and endorsements, rating, indirect insurance; Aviation insurance — aviation aircraft liability insurance, underwriting and rating, endorsements, additional coverages, aviation general liabilities, premises and operations liability, hangarkeeper's liability, products and completed operations liability, employer's liability and workmen's compensation, aviation accident insurance, air cargo liability insurance; miscellaneous coverages — water damage insurance, weather insurance, crop hail insurance, livestock mortality insurance, commercial credit insurance.

Stert detes:
September 11, 1980
Jenuery 8, 1981
April 9, 1981

Fire Prevention and Protection INS 937

Thursdey, 1730-2030 hrs.
St. James Cempus
36 hours
Fee: $60.00

Prerequisite: INS 911, INS 936
Principles and practice of fire equipment; hand operated fire extinguishing equipment; automatic sprinkler protection and other special fire extinguishing equipment; private fire alarm services and equipment; public fire protection.

Stert detes:
September 11, 1980
Jenuery 10, 1980
April 9, 1981

Business Interruption INS 940

Monday, 1730-2030 hrs.
St. James Cempus
36 hours
Fee: $60.00

Prerequisite: INS 911, INS 912
Purpose, terminology, insured perils, policy periods — indemnity period, American vs. British approach, insurable interest.
Earnings insurance no co-insurance, gross earnings, insurance, profits insurance, other forms, some practical points, loss adjustment.

Stert dates:
September 8, 1980
Jenuery 5, 1981
April 6, 1981

Property Loss Adjustment INS 941

Thursday, 1730-2030 hrs.
St. Jemes Cempus
36 hours
Fee: $60.00

Prerequisite: INS 911, INS 933
Obligations of the insured and insurance company in event of loss; the adjuster — his investigation and reports; the policy; determining the loss; determining the cause and point of origin of fires; criminal code offences; co-insurance, pro-rata distribution, apportionments; guiding principles; arbitration; miscellaneous coverages, special procedures; business interruption; extended coverage; forms and documents; aids to implementing adjustment.

Stert detes:
September 11, 1980
Jenuery 8, 1981
April 9, 1981

Insurance Accounts end Finance INS 916

Wednesdey, 1730-2030 hrs.
St. James Cempus
36 hours
Fee: $60.00

This course is the mandatory last course in the A.I.I.C. program.
Government control of insurance companies; general principles of bookkeeping and insurance accounts, systems and methods, inter-relationship of accounting and statistical departments; books and records of original entry and subsidiary ledgers, general ledger, profit and loss account and balance sheet, premium reserves and loss reserves; collection and credit; agents accounts; reinsurance accounts; statistics; taxation of general insurance companies; investments.

Stert detes:
September 10, 1980
Jenuery 7, 1981
April 8, 1981

Fire Hezerds INS 936

Wednesdey, 1730-2030 hrs.
St. James Cempus
36 hours
Fee: $60.00

Prerequisite: INS 911
A comprehensive study of fire hazards in general and building construction, in particular.
Within these terms of reference this course covers the various types of building materials, and treats in descriptive and graphic forms, many types of structure — with special emphasis on fire resistance.
The course draws attention to the study of fire hazards such as those attending heating, lighting, and housekeeping, and to the relationship of these hazards to ignition, combustion — as well as to volatility and flammability.

Stert detes:
September 10, 1980
Jenuery 7, 1981
April 8, 1981

Bodily Injury Claims INS 932

Thursday, 1730-2030 hrs.
St. James Cempus
36 hours
Fee: $60.00

Prerequisite: INS 911, INS 915
Course Content: Investigation and Background, Anatomy, Bodily Injury, Bodily Injury Treatment, Interpretation of Medical Reports, Disability, Rehabilitation, the Evaluation, Negotiation and Settlement of Bodily Injury Claims.

Stert detes:
September 11, 1980
Jenuery 8, 1981
April 9, 1981

General Insurence Essentials — Pert I INS 981

Thursdey, 1730-2030 hrs.
St. Jemes Cempus
36 hours
Fee: $50.00

This course is offered in two sections. The first one deals with structures of the industry, office procedures and automobile insurance. It is designed for persons working in clerical or similar positions and is offered in co-operation with the Insurance Institute of Canada.
Note: No course other than INS 950B may be taken concurrently with this course.

Start detes:
September 11, 1980
Jenuery 8, 1981
April 9, 1981

General Insurence Essentials — Part II INS 982

Tuesdey, 1730-2030 hrs.
St. James Cempus
36 hours
Fee: $50.00

Continuation of INS 981 covering personal lines, claims, principles, law and government controls. Upon completion of this second section, credit will be granted for INS 911 and one other optional subject in the A.I.I.C. offerings.
Note: No course other than INS 981 may be taken concurrently with this course.

Start detes:
September 9, 1980
Jenuery 6, 1981
April 7, 1981

Licensa Quelification (Genaral Lines Insurance) INS 944

Tuesday and Thursdey, 1800-2100 hrs.
St. James Cempus
60 hours
Fee: $100.00
(including exemination Fee)

Intended for students preparing for agents licensing, non-producer agency personnel, insurance buyers, adjusters, and insurance company staff.
Instructors are drawn from among leading agencies, insurers and allied organizations.
This evening course is equivalent to the 12 day licensing course, given by the I.I.A.B.O. in residence at Lake Geneva and will include visual teaching aids, case studies, group assignments and discussions.
Course Content: Principles of insurance, property, business interruption, condominiums, homeowners & tenants, inland transportation, liability, automobile, crime, bonds, boiler & machinery, claims, agency operation and routines.

Sterting dete:
Septamber 16, 1980
Jenuery 20, 1981

Clerical and Secreterial Skills

Dictephona DIC 505X

Mondey and Wednesdey, or Tuesdey and Thursdey, 1800-2100 hrs.
St. James Cempus
60 hours
Fee: $75.00

Prerequisite: A thorough knowledge of business English, spelling and set-up of letters (minimum of Grade 11), plus a typing speed of 45 w.p.m.
Designed to prepare the student to become an accredited dictaphone secretary, with an initial capacity of 60 fifteen-line letters a day.
Course Content: Typing from dictated material recorded on belts, tapes, disks or cassettes.

Stert dates:
September 15, 1980
January 19, 1981
April 27, 1981

Typewriting (Beginning) TYP 901

Mondey and Wednesdey, or Tuesday and Thursdey, 1800-2100 hrs.
St. James Cempus
60 hours
Fee: $75.00

Prerequisite: Basic knowledge of English.
The purpose is to: (a) achieve a mastery of the keyboard using the touch system, plus an introduction to basic typewriting set-ups; (b) achieve 25 w.p.m. on five-minute tests.
Course Content: All the keys will be taught with special emphasis on the touch system (posture, good stroking, rhythm and correct fingering are an integral part.) The names, care, and proper manipulation of the parts of the machine will be introduced as required. Also the rules of syllabication and capitalization, tabulation and letters will be covered.

Stert detes:
Septamber 15, 1980
Jenuery 19, 1981
April 27, 1981

Typing Speed Development TYP 902

Monday to Thursday, 1800-2000 hrs.
St. James Cempus
64 hours
Fee: $80.00

A course on electric typewriters designed for persons with previous typing experience. A typing speed of approximately 50 w.p.m. is the objective of this course. This will be achieved through remedial and corrective drills as well as sustained timed writings.

Start detes:
September 15, 1980
November 10, 1980
Jenuery 19, 1981
April 27, 1981

Typewriting II (Intermediete) TYP 903

Monday end Wednesday or Tuesday end Thursday, 1800-2100 hrs.
St. James Cempus
60 hours
Fee: $75.00

Prerequisite: 20 w.p.m. typing or TYP 901.
Course Content: Basic production skills, for example centering and tabulation. Emphasis will be placed on speed development and remedial work. Speed objective is 35 w.p.m.

Start detes:
September 15, 1980
Jenuery 19, 1981
April 27, 1981

Typewriting III (Advenced) TYP 905

Monday end Wednesday or Tuesdey end Thursday, 1800-2100 hrs.
St. James Cempus
60 hours
Fee: $75.00

Prerequisite: 25 w.p.m. or TYP 901.
The purpose is to: (a) further develop typewriting skills and to concentrate on more advanced typewriting setups; (b) achieve 40 w.p.m. on ten-minute tests.
Course Content: During this course, emphasis will be placed on practical typing of tabulation-tables, and financial statement, centering of menus, programs, announcements; business letters — different styles, placement, carbon copies and envelopes; essential business forms; erasures and corrections; squeezing and spreading; duplicating — the typing of dittos, stencils, and offset masters; skill development to bring the typist up to 40 w.p.m. or better on ten-minute tests.

Start detes:
September 15, 1980
Jenuery 19, 1981
April 27, 1981

Legel Office Prectice OP 203X

Tuesday and Thursdey, 1800-2100 hrs.
St. James Cempus
120 hours
Fee: $145.00

This course will deal with background information common to both the real estate and litigation aspects of the program.
Overview, the legal secretary, legal correspondence, dockets, entries and accounts, legal forms and various methods of diaries and reminders, and filing systems to be discussed.
Real Estate transactions, deeds and transfers, mortgages and charges, statements of adjustments, insurance and reporting letters, etc.
Civil litigation, court documents, actions, matters, appeals, wills, incorporating an Ontario company, etc.

Start detes:
September 16, 1980

Medical Office Practice **OP 205X**

Tuesday end Thursday, 1800-2100 hrs. St. James Campus 120 hours Fee: $145.00

Introduction to daily routine work in a doctor's office, including correspondence and appointments. Development of office practice skills with emphasis on patient files, medical forms, OHIP and WCB forms and assignments related to a hospital dicta-typing pool. Medical office environment simulation to the highest degree possible.

Start date: September 16, 1980

Pitman Shorthend Theory I **SHP 900A**

Tuesday end Thursday, 1800-2100 hrs. St. James Campus 72 hours Fee: $90.00

Prerequisites: Grade 12 English or equivalent, 45 w.p.m. in typing.
Course Content: Introduction to the theory of Pitman Shorthand, through coverage of short-forms and phrases, laying a good foundation for speed development in subsequent courses.

Start dates: Septembar 16, 1980 Jenuery 20, 1981

Pitmen Shorthend Theory II **SHP 900B**

Tuesday and Thursday, 1800-2100 hrs. St. James Campus 72 hours Fee: $90.00

Prerequisites: SHP 900A or acceptable background determined by test.
Course Content: Continuation of the theory, developing of techniques in taking dictation at speeds of up to 100 w.p.m. and transcribing it in mailable form.

Start dates: September 16, 1980 Jenuery 20, 1981 April 28, 1981

Pitmen Shorthend **SHP 906**

Mondey end Wednesdey, 1800-2100 Hrs. St. James Campus 84 hours Fee: $110.00

Prerequisite: Typing at 35 w.p.m. and proficiency in English.
This course is based on simplified "Classic Pitman Shorthand" but in it there are approximately 25% fewer rules
The speed potential of Shorthenad meets the requirements for secretarial positions but shorthenad is not intended for use in court reporting.
At the end of this course the student will have mastered all the outlines and short forms and will be in a position to concentrate on the speed development course SHP 901.
After successful completion of both courses, the student should have no difficulty in filling general secretarial positions.

Start dete: September 15, 1980 April 28, 1981

Pitmen Shorthend — Speed Development **SHP 901**

Tuesdey end Thursdey, 1800-2100 hrs. St. James Cempus 60 hours Fee: $75.00

Prerequisite: SHP 900 or equivalent, and 45 w.p.m. in typewriting, plus Grade 12 English or equivalent.
To further develop facility in writing shorthand of average commercial difficulty at speeds up to 120 w.p.m., and in transcribing from notes at the typewriter.
Course Content: Development of skill in writing and reading shorthand notes, with emphasis on short-forms and phrases; practice in transcribing notes at the typewriter in acceptable, mailable form.

Start dates: September 16, 1980 Jenuery 20, 1981 April 28, 1981

Shorthend — Refresher Course **SH 900**

Tuesdey end Thursdey, 1800-2100 hrs. St. James Cempus 84 hours Fee: $110.00

Prerequisite: Grade 12 English or equivalent; a reasonable knowledge of the theory of any system.
Course Content: Quick review of the principles of Pitman Shorthand; emphasis on facility in the use of short-forms, contractions, intersections and phrases; attention to development of speed.

Start dates: September 16, 1980 Jenuery 20, 1981

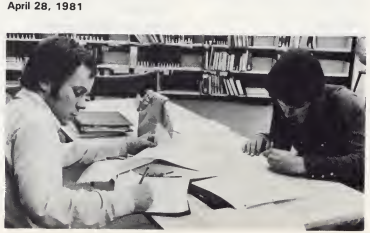
Keypunch end Verifiers

Deta Processing — Keypunch end Verifier **KP 570X**

Monday end Wednesdey, or Tuesday and Thursday St. James Cempus 120 hours Fee: $145.00 Materials: $20.00

Prerequisite: Grade 10 plus 35 w.p.m. in typing. A pass mark in the Keypunch aptitude test is required. Foreign students are also subject to an English test.
This course will bring the student to a high standard of accurate speed and machine familiarity so that the operator will be able to produce an acceptable quantity of high quality work.
Course Content: Lessons for Keypunch Models 029, 129, 3742, plus 1601, 1610 Univac Verifier punch and Verifying Interpreting punch; the operation and names of the various parts of the machines.

Start dates: September 8, 1980 Jenuery 5, 1981 April 27, 1981



Ontario Management Development Programs

Certificate in Business Menegement Studies (Business end Commerce)

This cetificate is issued by the Ministry of Education on satisfactory completion of six courses. For information concerning the specific requirements for the certificate phone 967-1212 extension 501.
The course fee includes the cost of materials.

Manegement Functions For Supervisors **OMDP 900**

Thursdey, 1800-2030 hrs. St. James Campus 25 hours Modules: $15.00 each Fee: $75.00

The following modules will be offered in sequence as outlined below every Thursday night for ten weeks beginning October 1980. A student taking all modules will be credited with one full course toward the Ministry of Education Certificate.

1. The role of the supervisor
2. Management process: an introduction
3. Time Management
4. Introduction to budgeting
5. Decision making techniques
6. Allocating human resources
7. Meeting management
8. Interviewing: An introduction
9. Performance appraisals
10. Women as supervisors and supervising women

Start dates: September 18, 1980 Jenuary 22, 1981 April 30, 1981

Work Study **OMDP 901**

Mondey, 1800-2030 hrs. St. James Cempus 25 hours Fee: $70.00

Course Content: To introduce methods and time study. To prepare for effective participation in a company work study program. To provide a strong base on which to build experience in analysis. Introduction, method study, introduction to work measurement, administration of a work study program, human relations, application and review.

Start dates: September 15, 1980 Jenuery 19, 1981 April 27, 1981

Business Law **OMDP 902**

Wednesday, 1800-2030 hrs. St. James Campus 25 hours Fee: $70.00

Course Contents: To learn to recognize and deal more effectively with the legal aspects of business. To improve communications with lawyers and understand and apply their advice. Formation of a contract, discharge of a contract, absolute of personal property, conditional sales contracts, chattel mortgages and bailment, credit rights, negotiable instruments and collections, partnerships, corporations, leases, bankruptcy, patents, trade marks and unfair competition.
Topics covered in this course are comparable to those offered in LAW 200 during the day.

Start dates: September 17, 1980 Jenuary 21, 1981 April 29, 1981

Human Resources Management **OMDP 906**

Thursday, 1800-2030 hrs. St. James Campus 25 hours Fee: $70.00

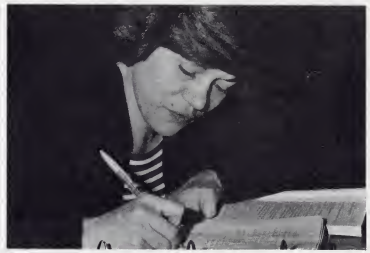
Course Content: The purpose of this course is to provide the participants with usable mental tools which will allow them to structure their approach to people within their own organization in a more effective way. Topics covered include: overview, organization planning, motivation, selection of personnel, induction and training, performance and appraisal, compensation, industrial relations, communication and constructing an effective environment.

Start dates: September 18, 1980 Jenuary 22, 1981 April 30, 1981

Effective Supervision — Humen Reletions **OMDP 907**

Thursday, 1800-2030 hrs. St. James Cempus 25 hours Fee: $70.00

Course Content: To develop an understanding of the basic needs of people in the work situation. This course will focus attention on the various aspects of the management of people (selection, training, motivation, morale, compensation, union relations, communications). It will establish a framework for the remaining sessions of the course.



Topics covered include: understanding people, selection and induction, training and instructing employees, how to train your employees, pointers for supervisors involved in training, developing and maintaining morale, elements of salary administration, effective communications, appraising employee performance, job satisfaction, leadership, planning and organizing for results, resistance to change.

Start dates: September 17, 1980 Jenuery 22, 1981 April 30, 1981

Effective Supervision in Administretion **OMDP 908**

Wednesdey, 1800-2030 hrs. St. James Cempus 25 hours Fee: $70.00

Course Content: To understand the techniques of flow charting and layout analysis as aids towards improving administration. To appreciate the need for selecting meaningful standards when developing objectives and plans against which performance can be measured and evaluated. To emphasize the role of the administrative supervisor in taking corrective action, making decisions and carrying them out. To encourage the administrative supervisor in self-development in the art and techniques of supervision.

Start dates: September 17, 1980 Jenuery 21, 1981 April 29, 1981

Menegement Approech to Credit end Collections **OMDP 909**

Tuesday, 1800-2030 hrs. St. James Cempus 25 hours Fee: $70.00

Course Content: To develop a managerial concern for the planning, organizing, co-ordinating and controlling of the credit and collection function. To develop an understanding of the credit and collection operation that is consistent with prudent financial management and the maximization of operating profits.

Start dates: September 16, 1980 Jenuery 20, 1981 April 28, 1981

Texetion **OMDP 910**

Thursdey, 1800-2030 hrs. St. James Cempus 25 hours Fee: $70.00

Course Content: To assist owner/managers of small businesses in some of the more important fundamental aspects of taxation as it affects the business. To introduce participants to the new vocabulary, and to tax planning. To develop an appreciation in participants for the impact of incorporation on taxation. Topics covered include: introduction to taxation, problems of individuals, capital gains tax, problems of partnerships, problems of farmers, problems of corporations (A), problems of corporations (B), federal sales tax, succession duties and estate planning, reassessment and review.

Start dates: September 18, 1980 Jenuery 22, 1981 April 30, 1981

Exporting **OMDP 911**

Tuesdey, 1800-2030 hrs. St. James Cempus 25 hours Fee: $70.00

Course Content: To familiarize participants with the basic techniques and procedures involved in export marketing. To compare these techniques and procedures with those used in domestic marketing. To develop appreciation in participants for the export market as a source of new business opportunities.

Start dates: September 16, 1980 Jenuary 20, 1981 April 28, 1981

Menegement Skills in Personnel Selection **OMDP 912**

Wednesdey, 1800-2030 hrs. St. James Cempus 25 hours Fee: $70.00

Course Content: To establish criteria or bench marks against which employers decide to hire. Based on the above, to determine what areas in the selection process are of particular importance. To emphasize the importance of proper selection of employees. To provide an understanding of personnel recruitment and selection techniques. To highlight the importance of planning manpower needs, both with respect to numbers of people and specific job requirements and duties. Topics covered include: Film — "The Employee Turnover Syndrome", selection procedures, application form, position announcement, screening methods, the interview.

Start dates: September 17, 1980 Jenuery 21, 1981 April 29, 1981

Purchesing **OMDP 913**

Monday, 1800-2030 hrs. St. James Cempus 25 hours Fee: $70.00

Course Content: To understand certain fundamental principles in purchasing which help avoid costly errors and build a more profitable operation. Topics covered include: purchasing and profits, setting purchasing specifications, how much to purchase, basic inventory control and purchasing, selecting suppliers, determining prices, other costs in purchasing, purchasing procedure, value analysis, purchasing outside Canada.

Start dates: September 15, 1980 Jenuery 19, 1981 April 27, 1981

BUSINESS & COMMERCE

How To Start a Smell Business **OMDP 914**

Thursday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $70.00

Course Content: Starting a small business — choosing a legal form, the business plan. Establishing a business — existing business vs. a new business location and physical requirements. Financial requirements — start-up costs, sources of financing. The marketing process — target markets, sales forecast. Marketing strategy — marketing mix, marketing plan. Management and staffing. Purchasing and inventory control — setting up the system. Financing statements — are they worth the effort. Financial Controls — making figures work for you. Government regulations — municipal, provincial and federal requirements, course review and operations.

Start datas:
Septembar 18, 1980
January 22, 1981
April 30, 1981

Ratailing: An Introduction **OMDP 915**

Tuasday, 1800-2030 hrs.
St. Jamas Campus
25 hours
Faa: $70.00

Course Content: This course is designed to familiarize the student with the basic concepts and terminology of retailing. Topics covered include: retailing and financial statements, basic accounting, buying — what and where, terms of sale and pricing, management, planning and controls, financial analysis, location, promotion, personnel selection and personnel training, remuneration.

Start dates:
Saptambar 16, 1980
January 20, 1981
April 28, 1981

Cradit and Collactions **OMDP 916**

Monday, 1800-2030 hrs.
St. Jamas Campus
25 hours
Faa: $70.00

Course Content: To provide a basic knowledge of the principles of consumer and mercantile credit. To examine the techniques of profitable credit investigation and approval. Topics covered include: Introduction — the study of credit, introductory remarks, the general concepts of credit, terms of sale, guiding principles of credit analysis, how to read a financial statement, services of credit associations and other major financial institutions, mercantile collections, consumer collections, credit and collection correspondence.

Start dates:
September 15, 1980
January 19, 1981
April 27, 1981

Arbitrators' Institute of Canada

The three courses outlined below are offered on behalf of the Arbitrators' Institute of Canada.
Students should wherever possible, register at the Arbitrators' Institute of Canada Inc., Suite 1201, 45 Richmond Street West, Toronto, Ontario, M5H 1Z2: (416) 363-1642.

Arbitration I **ARB 750**

Tuesdeys, 1900-2130 hrs.
St. James Campus
25 hours
Fee: $125.00
(Includes course meterials but not text books.)

Course Content: The Arbitration Act of Ontario, 1970, Amended, 1976; procedures at arbitration; the laws of arbitration, contracts and evidence; the expert witness; hearings and a mock arbitration; case studies; judicial review of arbitration awards. The course will focus on problems raised by the participants.

Start detas:
Septamber 16, 1980
January 20, 1981

Arbitration II **ARB 751**

Thursdeys, 1900-2130 hrs.
St. James Campus
25 hours
Fee: $125.00
(Includes coursa matariels but not text books.)

Course Content: Organization meeting; review of laws of contract and evidence; the principles of commercial arbitration; the principles of labour arbitration; judicial review of arbitral misconduct. Participant will be encouraged to undertake supervised research.

Start dates:
September 18, 1980
January 22, 1980

Arbitration III **ARB 752**

Wadnasdeys, 1900-2130 hrs.
St. Jamas Campus
25 hours
Fee: $125.00
(Includes coursa matariels but not text books.)

Course Content: General introduction to the Labour Relations Act of Ontario; the certification process; unit appropriate for collective bargaining; representation votes; negotiation of collective agreement; seniority cases, discharge cases; the role of the arbitrator; simulated discharge grievance arbitration; unfair practices, certification where Act contravened, prohibited interference with formation of trade unions; the role of the Ontario Labour Relations Board General Review.

Start Detes:
September 17, 1980
January 21, 1980

Registered Industrial Accountant

The Society of Management Accountants of Ontario offers courses leading to qualification as a Registered Industrial Accountant at the St. James Campus.
Information about courses and registration kits are available at the St. James Campus.
Application for entry into the program must be made at The Society of Management Accountants of Ontario, 145 Main Street East, P.O. Box 176, M.P.O., Hamilton, Ontario L8N 3C3, (416) 525-4100.

For further information about parttime courses in Business and Commerce telephone 967-1212 ext. 510.

COMMUNITY SERVICES

COMMUNITY SERVICES

Addiction Counsellor Diploma Program

This program is offered on a part-time basis to men and women who are unable to attend a full-time course of studies. Preference is given to students who are already employed in the field of addictions or related areas.

Applications and information may be obtained from the Division of Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9, Telephone 967-1212, local 655 or from the Admissions Office, Kensington Campus, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9.

An admission interview is required; details of registration will be made available to those accepted in the program. Preference is given to students taking full requirements for the Diploma in the available format each year, that is taking four courses each term excluding field practice.

Note: There is a late registration fee of $10.00 per course for all registrations received after August 21. It is recommended that applications for the part-time program be received by the program coordinator before June 1, 1980. Admission interviews will begin in March.

The requirements for the diploma must be completed within five years.

Courses on Wednesday are offered between 1400-2030 hours. Third year courses on Thursday are offered between 1400-2100 hours.

The following courses must be completed in order to obtain the Diploma:
AD100X — Field Practice
AD101X — Human Growth and Behaviour
AD102X — Group Process
AD103X — Social Services, Problems and Issues
AD105X — Basic Studies in Addictions
AD106X — Theory, Methods and Practice of Counselling
AD107X — Counselling Practice Laboratory
AD200X — Field Practice
AD201X — Human Growth and Behaviour
AD202X — Group Process
AD206X — Theory, Methods and Practice of Counselling
AD208X — Ethics, Values and Professionalism
AD209X — Research and Independent Studies
AD211X — Community Practice
AD212X — Field Work Seminar
PHYS104X — Pharmacology and Physiology
SOC107X — Sociology
SOC207X — Sociology

Human Growth & Behaviour **AD 101X**

Wednesday, 1400-1530 hrs.
Nightingale Campus
42 hours
Fee: $75.00

A sequential view of the process of human growth and personality development as a means to develop some understanding of the physical, sociocultural and emotional aspects of development throughout the life span and the tasks of each life stage.

Start date:
Septamber 17, 1980

Group Process **AD 102X**

Wednesday, 1730-1900 hrs.
Nightingale Campus
42 hours
Fee: $75.00

A combination of structured activities and unstructured group experiences encourage growth in self-awareness, communication and effective interpersonal relating skills. Empathy, confrontation, acceptance, active listening, congruence and group awareness are emphasized.

Start date:
Septamber 17, 1980

Phermecology and Physiology **PHYS 104X**

Wednesday, 1530-1700 hrs.
Nightingale Campus
21 hours
Fee: $35.00

Within this combined offering, the student is helped to understand the way in which common chemicals of abuse such as alcohol, heroin, amphetamines and barbituates are ingested by the body, the parts of the body affected and the physical and emotional behaviours induced.

Start date:
Septamber 17, 1980

Besic Studias in Addictions **AD 105X**

Wednesday, 1530-1700 hrs.
Nightingale Campus
21 hours
Fee: $35.00

The various and conflicting definitions of alcoholism are examined. A historical review looks at both cultural and legislative reponses to chemical abuse, prevention and problem definition. Included is an overview of religious, medicinal and recreational use of chemicals.

Start date:
Septamber 17, 1980

Thaory, Methods and Practice of Counselling **AD 106X**

Wednesday, 1900-2030 hrs.
Nightingale Campus
42 hours
Fee: $75.00

The basic concepts of counselling are introduced followed by an examination of twelve different treatment theories including Rogers, Perls, Ellis, Berne, Glasser and Freud. Various techniques used in practice in individual, family and small group treatment will be demonstrated. Skills in assessment, planning, contracting and evaluation are emphasized through role playing and case presentation.

Start date:
Septamber 17, 1980

Ethics, Velues and Professionalism **AD 208X**

Thursdey, 1530-1700 hrs.
Nightingale Campus
21 hours
Fee: $35.00

This subject provides an opportunity for the student to become aware of the values and value conflicts involved in being a counsellor and how these values relate to professional practice.

Start date:
January 15, 1981

Human Growth end Beheviour **AD 201X**

Wednesday, 1900-2030 hrs.
Nightingale Campus
42 hours
Fee: $75.00

An extension of AD 101 with a review of personality theory and an examination of abnormal development and looks at the implications for assessment and treatment planning. More time is spent on those disorders more frequently associated with the chemical abuser.

Start date:
Septamber 17, 1980

Group Process **AD 202X**

Wednesday, 1730-1900 hrs.
Nightingale Campus
42 hours
Fee: $75.00

A further experience of group interaction with an opportunity to explore group leadership skills.

Start date:
Septamber 17, 1980

Theory, Methods and Practice of Counselling **AD 206X**

Wednesday, 1400-1530 hrs.
Nightingale Campus
42 hours
Fee: $75.00

Case presentations are used to further develop an understanding of the counsellor role and the choice of counselling activities through the beginning, middle and ending phases of treatment. Resistance, plateaus, recontracting, prognosis and evaluation are included.

Start date:
Septamber 17, 1980

Sociology **SOC 207X**

Thursday, 1530-1700 hrs.
Nightingale Campus
21 hours
Fee: $35.00

The concepts of Sociology are employed to look at family functions of courtship, marriage, single parent and separation across cultural differences. Also the sociological examination of the impact of chemical abuse on family and community is highlighted.

Start date:
January 15, 1981

Community Practice **AD 211X**

Thursday, 1400-1530 hrs.
Nightingale Campus
21 hours
Fee: $35.00

The purpose of this subject is to expand the students' understanding of care beyond the individual client or client group. Means of finding common points on intervention for prevention, early detection and education are explored. Students explore the potential for staff to become agents for change within and between agencies and examine the means of affecting these changes through program review and development. Increase of service through use of volunteers, para-professionals and ex-clients moving towards neighbourhood support is also considered.

Start date:
Septamber 18, 1980

COMMUNITY SERVICES

Field Work Seminar **AD 212X**

Thursday, 1800-1930 hrs.
Nightingale Campus
42 hours
Fee: $75.00

The seminar provides for the third year part-time student an opportunity to integrate the academic and practice through sharing experiences, demonstration of treatment modalities unique to the agency, role playing to break blocks in relationships and other experiential exercises. The opportunity for consolidation of the three years is important.

Start date:
Septamber 18, 1980

Field Practice **AD 100X**

Fee: $5.00

Field practice is an integral part of the program in affording students supervised counselling experience in a variety of settings. The equivalent of 400 hours is required, supervision by agency staff, liaison and coordination by college staff. Field experience is considered an essential concomitant to the behavioural sciences.
Note: Registration for this course requires the approval of the program coordinator.

Field Practice **AD 200X**

Fee: $5.00

A more intensive and extensive (equivalent of 600 hours) experience in the field in a different setting or different role than that used in AD 100. More opportunity for integrating theory and classroom knowledge, skill development and carrying normal agency responsibility is provided. Learning goals are clearly set and evaluated in cooperation with the agency supervisor and college staff.
Note: Registration for this course requires the approval of the program coordinator.

Research & Indapendant Studias **AD 209X**

Thursday, 1930-2100 hrs.
Nightingale Campus
42 hours
Fee: $75.00

This course provides a study of research models and their applications and the critical appraisal of research results. Students will conduct a study in a related area of special interest to them.

Start date:
Septamber 18, 1980

Counselling Practica Leboretory **AD 107X**

Wednesday, 1530-1700 hrs.
Nightingale Campus
21 hours
Fee: $35.00

Practical skills in assessment planning and evaluating are developed through role playing and case presentations. Audio tapes and video tapes will be used to supplement live interviews for demonstration and critique.

Start date:
January 14, 1981.

Social Services, Problems & Issues **AD 103X**

Wednesday, 1400-1530 hrs.
Nightingale Campus
21 hours
Fee: $35.00

The course examines the development and adaptation of institutions in response to community needs and pressures and levels of responsibility: federal, provincial, municipal and private. The development of agencies providing education, health, welfare and other forms of service and philosophies concerning the role of law in controlling alcohol and drug use, and the relevant legislation are studied.

Start date:
January 14, 1981

Sociology **SOC 107X**

Thursdey, 1400-1530 hrs.
Nightingale Campus
21 hours
Fee: $35.00

A survey of the field of sociology covering culture and society, institutions, organizations, ecology and population, disorganization and deviant behaviour, ethnic communities and other aspects of group living.

Start date:
Saptambar 18, 1980.

Child Care Worker Diploma Program

This program is offered on a part-time basis to men and women who are unable to attend a full-time course of studies and are working full-time with emotionally disturbed children or troubled adolescents.

An admission interview is required; details of registration will be made available to those accepted into the program.

Applications and information may be obtained from Linda Silver, Division of Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9, Telephone 967-1212, local 655.

Note: There is a late registration fee of $10.00 per course for all registrations received after August 21. It is recommended that applications be received by the Admissions Office before July 31.

The requirements for the diploma must be completed within five years.

Courses are offered on Wednesday between 1500-2100 hours.

The following courses must be completed in order to obtain the Diploma:
CHI160X — Field Practice
CHI161X — Human Growth and Development
CHI164X — Caring for the Disturbed Child
CHI101X — Therapeutic Activities
CHI172X — Group Process
CHI100X — Interviewing and Counselling
CHI260X — Field Practice
CHI261X — Childhood Psychopathology
CHI262X — Caring for the Disturbed Child
CHI268X — Treatment Philosophies
CHI278X — Organizational Development
CHI272X — Working With Families
CHI279X — Values, Ethics and Professionalism
CHI275X — Adolescence
CHI276X — Adolescence Role and Identity
CHI277X — Integration of Theory and Practice
PSY169X — Introductory Psychology
SOC171X — Introductory Sociology

Human Growth and Development **CHI 161X**

Wednesday, 1500-1630 hrs.
Nightingale Campus
42 hours
Fee: $75.00

The normal growth of the child is followed from birth to adoiescence, including physical, emotional and intellectual development. The emphasis is on the first six years of the child's life and emotional growth during this time.

Start date:
Septamber 17, 1980

Caring for the Disturbad Child **CHI 164X**

Wednesday, 1630-1800 hrs.
Nightingale Campus
42 hours
Fee: $75.00

The purpose of this class is to arrive at a treatment philosophy. Class discussions are based on students' observations from field placement. Emphasis is placed in areas of basic care and understanding the behaviour of children and staff.

Start date:
Septamber 17, 1980

Therapautic Activities **CHI 101X**

Wednesday, 2000-2130 hrs.
Nightingale Campus
42 hours
Fee: $75.00

Students will be actively involved in demonstrations and seminars and will gain competence in programming. Emphasis will be placed on the age appropriateness and the therapeutic value of activities.

Start date:
Septamber 17, 1980

Introductory Psychology **PSY 169X**

Wednesday, 1830-2000 hrs.
Nightingale Campus
21 hours
Fee: $35.00

Readings and lectures explore some of the findings and developments in the areas of scientific method, perception, learning, motivation, emotion, personality and social psychology.

Start date:
Septambar 17, 1980

COMMUNITY SERVICES

Introductory Sociology **SOC 171X**

Wednesday, 1830-2000 hrs.
Nightingale Campus
21 hours
Fee: $35.00

This course will examine the basic concepts in sociology which will then be used in analyzing various aspects of Canadian Society i.e. intergroup relations, rural and urban communities, social classes and social institutions.

Start date:
January 14, 1981

Group Process **CHI 172X**

Wednesday, 1500-1630 hrs.
Nightingale Campus
42 hours
Fee: $75.00

This course is designed to provide learning at the theoretical and experimental level which will result in improving the student's understanding of group process as well as furthering the ability to work in groups as facilitators.

Start date:
September 17, 1980

Interviewing and Counselling **CHI 100X**

Wednesday, 1830-2000 hrs.
Nightingale Campus
42 hours
Fee: $75.00

Students will study the theoretical approaches to interviewing and counselling and will be required to demonstrate specific interviewing and counselling skills.

Start date:
September 17, 1980

Childhood Psychopathology **CHI 261X**

Wednesday, 2000-2130 hrs.
Nightingale Campus
42 hours
Fee: $75.00

This course will include a comparison of normal and abnormal development according to the personality theories of Freud and Erikson, descriptions and functions of defences and examinations of specific categories of disturbance (autisic, schizophrenia, etc.)

Start date:
September 17, 1980

Caring for the Disturbed Child **CHI 262X**

Wednesday, 1500-1630 hrs.
Nightingale Campus
42 hours
Fee: $75.00

A continuation of Caring I, emphasizing the development of individual treatment plans for disturbed children.

Start date:
September 17, 1980

Treatment Philosophies **CHI 268X**

Wednesday, 1630-1800 hrs.
Nightingale Campus
42 hours
Fee: $75.00

This course is an introduction to therapeutic approaches extant in child psychiatry and the mental health field today. Major theories underlying the chosen methods of treatment will be examined.

Start date:
September 17, 1980

Organizational Development **CHI 278X**

Wednesday, 1630-1800 hrs.
Nightingale Campus
21 hours
Fee: $35.00

In this course the students will develop the skills to: a) understand and practice effective interaction with people within the formal structure of an organization; b) understand and practice effective interaction with people and organizations within a community context.

Start date:
September 17, 1980

Adolescence Role and Identity **CHI 276X**

Wednesday, 2000-2130 hrs.
Nightingale Campus
21 hours
Fee: $35.00

This course will examine the learners attitudes, beliefs and values as they relate to sexual anatomy, birth control, psychosexual development, venereal diseases, homosexuality, sexual assaults and laws pertaining to the areas of human sexuality.
An explanation of these areas will enhance the students ability to deal more effectively with adolescents who are experiencing role and identity confusion.

Start date:
January 14, 1981

Working with Families **CHI 272X**

Wednesday, 1630-1800 hrs.
Nightingale Campus
21 hours
Fee: $35.00

This course has been designed to facilitate Child Care Worker students in examining the theory and dynamics involved in working with the families of emotionally disturbed children or adolescents.

Start date:
January 14, 1981

Adolescanca **CHI 275X**

Wednesday, 2000-2130 hrs.
Nightingale Campus
21 hours
Fee: $35.00

This course has been designed in response to the increasing number of adolescents receiving mental health services. The focus is on the physiological, psychological and sociological aspects in the stages of growth from puberty to adulthood.

Start date:
September 17, 1980

Values, Ethics and Professionalism **CHI 279X**

Wednesday, 1830-2000 hrs.
Nightingale Campus
21 hours
Fee: $35.00

This course is designed to assist students in the examination of societal and personal values, the conflicts that arise and their effect on the professional practice of the individual and group.

Start date:
September 17, 1980

Integration of Theory and Practice **CHI 277X**

Wednesday, 1830-2000 hrs.
Nightingale Campus
21 hours
Fee: $35.00

This course is designed to enable the student to identify a child's problem utilizing various theoretical models with an ecological framework at the following levels: individual, family, group, organization and community. After identification of these levels the student is expected to develop an intervention strategy to specific problem(s).

Start date:
January 14, 1981

Field Practice **CHI 160X**

600 hours
Fee: $5.00

Field Practice is an integral part of the program in affording the students supervised clinical experiences in a variety of settings.
Field placements are arranged on an individual basis with the program coordinator.

Field Practica **CHI 260X**

660 hours
Fee: $5.00

This will be in a different setting from CHI 160 and expectations of the students' performance will be that of a graduate Child Care Worker.

Early Childhood Education Diploma Program

This program is offered on a part-time basis to men and women who are unable to attend a full-time course of studies.

An admission interview is required; details of registration will be made available to those accepted into the program.

Applications and information regarding this program may be obtained from Linda Silver, Division of Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9. Telephone 967-1212, local 655.

Note: There is a late registration fee of $10.00 per course for all registrations received after August 21. It is recommended that applications be received by the Admissions Office before July 31.

The requirements for the diploma must be completed within five years.

Courses are offered on Tuesday and Thursday evenings.

COMMUNITY SERVICES

The following courses must be completed in order to obtain the Diploma.
ECE100X — Infant and Child Development
ECE101X — Health and Well Being
ECE103X — Mental Health
ECE104X — Principles of Day Care
ECE105X — Creative Expression in Childhood
ECE113X — Field Practice
ECE114X — Field Practice
ECE116X — Storytelling and Literature
ECE117X — Music
ECE200X — Human Growth and Development
ECE201X — Children with Special Needs
ECE202X — Cognitive Development
ECE203X — Planning, Management and Legislation
ECE204X — Varieties of Day Care
ECE206X — Family Dynamics
ECE207X — Parent Interviewing and Counselling
ECE212X — Field Practice
ECE213X — Field Practice
ECE214X — Group Process
ECE215X — Movement and Drama
ECE216X — Science Experience
ENG114X — Language and Communications
SOC106X — Introductory Sociology
PSY107X — Introductory Psychology

Infant and Child Development **ECE 100X**

Tuesday, 1830-2130 hrs.
Nightingale Campus
42 hours
Fee: $65.00

This course is an overview of human growth and development from birth to five years with a particular focus on the 0-two years age group. Social, emotional, physical and cognitive development will be explored as independent and interrelated processes affected by both heredity and environment.

Start date:
September 16, 1980

Health & Well Being **ECE 101X**

Thursday, 1830-2030 hrs.
Nightingale Campus
28 hours
Fee: $45.00

The students will learn the principles of health and hygiene and relate this to infants and children in group settings. Topics explored include childhood diseases, health problems, nutrition and physical care.

Start date:
January 15, 1981

Mental Health **ECE 103X**

Tuesday, 1830-2030 hrs.
Nightingale Campus
28 hours
Fee: $45.00

The mental health course will provide the student with a greater self-awareness of positive mental health concepts in order to relate these to basic needs, anxiety, conflict and adjustment.

Start date:
January 13, 1981

Principles of Day Care **ECE 104X**

Tuesday, 1830-2130 hrs.
Nightingale Campus
42 hours
Fee: $65.00

This course is designed to coordinate knowledge of child development and behaviour with programs and settings, and to develop effective modes of practice for day care centres.
The aims and objectives of "good" day care for infants, toddlers and pre-school children will also be examined.

Start date:
January 13, 1981

Creative Expression in Childhood **ECE 105X**

Thursday, 1830-2130 hrs.
Nightingale Campus
42 hours
Fee: $65.00

The purpose of this course is to explore the importance of the creative process in young children. Students will examine how the process is activated, how it functions and how its universal aspects have implications in the modes of learning and self-expression of the growing child.

Start date:
September 18, 1980

Storytelling and Literature **ECE 116X**

Tuesday, 2030-2130 hrs.
Nightingale Campus
14 hours
Fee: $25.00

Children's literature, prose and poetry as written for and by the young child will be explored. The key aspects related to developing a literature program in an educational setting will be investigated. These will include methods of evaluating literature, the art of storytelling and establishing pre-reading skills.

Start date:
September 16, 1980

Music **ECE 117X**

Thursday, 2030-2130 hrs.
Nightingale Campus
14 hours
Fee: $25.00

Students will gain the skills to plan and carry out music programs for children by applying the techniques of guiding young children in musical experiences and the knowledge of music resources.

Start date:
January 15, 1981

Humen Growth end Development **ECE 200X**

Tuesday, 1830-2130 hrs.
Nightingale Campus
42 hours
Fee: $65.00

The behaviour and development of the child from age three through adolescence is studied. A variety of theories will be examined for their contribution to the understanding of human growth and development.

Start date:
January 13, 1981

Children with Special Naeds **ECE 201X**

Thursday, 1830-2130 hrs.
Nightingale Campus
42 hours
Fee: $65.00

This course will look at the genetic and environmental factors that contribute to specific problems in child growth and development, to meet the special needs of the children.

Start date:
September 18, 1980

Cognitive Development **ECE 202X**

Thursday, 1830-2000 hrs.
Nightingale Campus
21 hours
Fee: $30.00

To develop a theoretical framework for examining how learning occurs. The student will be required to research and generate a program within an area of individual interest such as science, drama, etc.

Start date:
September 18, 1980

Planning Management end Legislation **ECE 203X**

Tuesday, 1830-2130 hrs.
Nightingale Campus
42 hours
Fee: $65.00

A study of the resources and skills needed in setting up and managing a day care centre, starting with legal requirements, initial stages of planning and developing programs and progressing to final stages of financing, accounting and managing a day care operation.

Start date:
January 13, 1981

Varieties of Day Cara **ECE 204X**

Thursday, 2030-2130 hrs.
Nightingale Campus
14 hours
Fee: $25.00

In this area of study, the knowledge of education of young children is directed to the various models of care for children. The contrasting philosophies for early education will be examined.

Start date:
September 18, 1980

Family Dynamics **ECE 206X**

Thursday, 1830-2130 hrs.
Nightingale Campus
42 hours
Fee: $65.00

This course has been designed to facilitate the student in examining the theory and dynamics involved in understanding working with families. The course of study will be directed towards understanding family dynamics, which will include purposes, tasks, roles, relationships, communications patterns, disciplining and problem solving.

Start date:
January 15, 1981

Parent Interviawing and Counselling **ECE 207X**

Tuesday, 1830-2130 hrs.
Nightingale Campus
42 hours
Fea: $65.00

A survey of parent education theories with opportunities to practice techniques of interviewing, counselling, group education and community organization.

Start date:
September 16, 1980

COMMUNITY SERVICES

Group Process **ECE 214X**

Tuesdey, 1830-2030 hrs.
Nightingele Cempus
28 hours
Fee: $45.00

This course is designed to provide learning at the theoretical and experimental level which will result in improving students' understanding of group process as well as increasing their ability to work in groups as facilitators. Self-awareness, communication and effective interpersonal relating skills are emphasized.

Start dete:
Septembar 16, 1980

Movamant end Drama **ECE 215X**

Thursday, 1830-1930 hrs.
Nightingele Cempus
14 hours
Fee: $25.00

Students will be involved in movement and drama experiences. The skills developed will be related to program planning for pre-school children.

Start dete:
Januery 15, 1981.

Science Experience **ECE 216X**

Thursday, 2000-2100 hrs.
Nightingele Cempus
14 hours
Fee: $25.00

Students will identify scientific concepts inherent in normal routine programs for pre-schoolers and will then be required to plan programs which include age-related science experiences.

Start dete:
Januery 15, 1981

Lenguage and Communicetions **ENG 114X**

Tuesdey, 1830-2000 hrs.
Nightingele Cempus
21 hours
Fee: $30.00

Students will gain practice in writing and oral communication skills with emphasis being placed on the recording of observed behaviour of children.

Start dete:
Septembar 16, 1980

Introductory Psychology **PSY 107X**

Thursdey, 1830-2030 hrs.
Nightingele Cempus
28 hours
Fee: $45.00

This course will explore the various branches of psychology to provide the student with a basic understanding of human behaviour and how it applies to infants and toddlers in day centres.

Start dete:
Januery 15, 1981

Introductory Sociology **SOC 106X**

Thursdey, 1830-2030 hrs.
Nightingele Cempus
28 hours
Fee: $45.00

The basic concepts of Sociology will be examined in the context of Canadian Society. The significance of these concepts — intergroup relations, class structure, culture and institutions — will be related to the care of children in day care settings.

Stert dete:
September 18, 1980

Field Practice **ECE 113X**

Fee: $5.00

Field Practice **ECE 114X**

Fee: $5.00

Field Practice **ECE 212X**

Fee: $5.00

Field Practice **ECE 213X**

Fee: $5.00

Field practice is an integral part of the program. Individual supervision and evaluation is given in selected day care settings to provide an opportunity for the student to observe and to practice with infants and children.
Field practice is arranged on an individual basis with the program coordinator.

Activity Director Diplome Program

This part-time program is designed to provide training for persons employed or seeking to become employed in activity programming in either institutions or community settings providing services for the elderly and handicapped persons.

The course content will provide students with the knowledge and skills specific to the needs of the increasing number of people in the period of later life.

An admission interview is required; details of registration will be made available to those accepted into the program.

Applications and information may be obtained from Division of Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9, Telephone 967-1212, local 640.

Note: There is a late registration fee of $10.00 per course for all registrations received after August 21.

Courses are offered Tuesday and Thursday between 1500-2100 hours.

The following courses must be completed in order to obtain the Diploma:
ACT900 — Growth and Development
ACT901 — Community Resources
ACT902 — Working with the Handicapped
ACT903 — Ambulation and Exercise
ACT904 — Activity Planning
ACT905 — Use of Crafts and Hobbies I
ACT906 — Normalization and Remotivation
ACT907 — Use of Crafts and Hobbies II
ACT908 — Assessment Skills
ACT909 — Special Purpose Groups
ENG922 — Communications I
ENG923 — Communications II
FLDP900 — Field Practice
FLDP901 — Field Practice
FLDP902 — Field Practice
FLDW900 — Field Work Seminar
FLDW901 — Field Work Seminar
FLDW902 — Field Work Seminar
GERI900 — Geriatric Impairments
PDE900 — Program Development and Evaluation
PSY905 — Psycho-Geriatrics
BUS908 — Organization and Management Skills
CS900 — Coordination Skills
PSY904 — Psycho-Social Needs

Growth and Development **ACT 900**

Tuesdey, 1700-1900 hrs.
Nightingele Cempus
30 hours
Fee: $50.00

An examination of normal physiological growth and development throughout the life cycle will be followed by an examination of the biological changes that occur in aging.

Start dete:
Septembar 9, 1980

Community Resources **ACT 901**

Thursday, 1500-1700 hrs.
Nightingele Cempus
30 hours
Fee: $50.00

Community Resources of potential assistance to the Activity Director working with the aged and/or handicapped and the means of effective use will be presented. The course will include relevant legislation, government services, health services, educational resources, community agencies, volunteers, other professions. Proposal writing will be practiced.

Start dete:
Septembar 11, 1980

Working with the Hendicepped **ACT 902**

Thursday, 1700-1900 hrs.
Nightingele Cempus
30 hours
Fee: $50.00

Skills that are necessary for working with the handicapped will be studied and practiced. Safety, transfers, care during excursions, emergency first aid, communication with the communication impaired and reality oriented approaches will form the basis of the course.

Start dete:
Septembar 11, 1980

Ambulation and Exercise **ACT 903**

Thursdey, 1900-2100 hrs.
Nightingele Cempus
30 hours
Fee: $50.00

Through demonstration and practice students will gain the skills necessary to promote and maintain fitness amongst both the well and the impaired elderly and handicapped. Specific topics will include fitness, exercises for gross motor/fine motor, perceptual and locomotor skills, adaptations for specific handicaps and the use of such ambulation aids as wheelchairs walkers, canes and crutches.

Start dete:
September 11, 1980

Activity Planning **ACT 904**

Thursdey, 1700-1900 hrs.
Nightingele Cempus
30 hours
Fee: $50.00

The goals, resources, assessment and implementation skills required in the conducting of effective activities will be studied in the context of appropriate activities. Topics will include: goal setting for individual clients, assessment of both human (residents, staff, volunteers, families and other agencies) and material (funds, equipment, improvisations of equipment and materials) resources, audio-visual skills and program assessment. Programs that will be examined will include such activities as outings, games, parties, dances, bazaars, dinners, exercise, and recreation. Methods for promoting community integration will be considered.

Start dete:
Januery 15, 1981

Use of Crafts end Hobbies I **ACT 905**

Thursdey, 1500-1700 hrs.
Nightingele Cempus
30 hours
Fee: $50.00

Students will practice a variety of crafts and hobby skills such as woodwork, metalwork, sewing, needle work, painting, ceramics, pottery and jewellery making in a workshop situation.

Start dete:
Januery 15, 1981

COMMUNITY SERVICES

Normelization end Remotivetion **ACT 906**

Thursdey, 1900-2100 hrs.
Nightingele Cempus
30 hours
Fee: $50.00

The theory of normalization and remotivation will provide a background for the development of the related practical skills. Emphasis will be placed on the use of the environment, skills to promote interest in personal interaction, aids to daily living, adaptive devices, continuing training and reality orientation.

Start dete:
Januery 15, 1981

Communications I **ENG 922**

Tuesdey, 1500-1700 hrs.
Nightingele Cempus
30 hours
Fee: $50.00

Students will develop the oral and written language skills that are essential in an effective activity director.
The course content will include letters, reports, proposal and brochure writing as well as poster design. Instruction and practice in verbal and non-verbal communication, role play and public speaking as related to the role of the Activity Director will receive major emphasis.

Start dete:
Septembar 9, 1980

Communicetions II **ENG 923**

Tuesdey, 1500-1700 hrs.
Nightingele Cempus
30 hours
Fee: $50.00

Students will learn and practice those communication skills that are essential in order to work effectively with groups. One to one communication techniques, group process and empathy training will form the course content.

Stert dete:
Januery 13, 1981

Field Practice I **FLDP 900**

300 hours
Fee: $80.00

Supervised field work is an integral part of the program. Job skills will be developed through placement in a variety of programs and facilities. Students will be required to gain experience in both institutional and community agencies.
A prerequisite for Field Practice II. Must be taken concurrently with Semester 2 courses but may be extended beyond that period.

Field Practice II **FLDP 901**

300 hours
Fee: $80.00

A prerequisite for Field Practice III. Must be taken concurrently with Semester 4 courses but may be extended beyond that period.
See Field Practice I for description.

Field Work Seminar I **FLDW 900**

15 hours
Fee: $20.00

Staff advisors meet with their students in Field Practice to discuss common concerns and explore issues raised in Field Placements.
To be taken concurrently with Field Practice I. The seminar will be offered in Semester 2.

Field Work Seminar II **FLDW 901**

15 hours
Fee: $20.00

To be taken concurrently with Field Practice II. The Seminar will be offered in Semester 4
See Field Work Seminar I for description.

Geriatric Impairments **GERI 900**

Tuesday, 1700-1900 hrs.
Nightingale Campus
30 hours
Fee: $50.00

In this course students will learn about those physical disorders commonly suffered by the handicapped and the elderly and their effect on the individual's ability to function. Conditions that will be studied are: cardiovascular disease, diabetes, Parkinson's Disease, Cerebral Palsy, Organic Brain Syndrome, Cancer, respiratory disorders, vision, hearing and speech losses, fractures, arthritis and multiple sclerosis.

Start dete:
January 13, 1981

Psycho-Geriatrics **PSY 905**

Tuesday, 1900-2100 hrs.
Nightingale Campus
30 hours
Fee: $50.00

In this course students will learn about behaviour disturbances and dependencies with emphasis on those most commonly found amongst the elderly. Topics to be covered will include chronic mental health problems with emphasis being placed on behaviours such as depression, anxiety, alcoholism and withdrawal. Aspects of dealing with death and dying will also be included.

Start dete:
January 13, 1981

Psycho-Social Needs **PSY 904**

Tuesday, 1900-2100 hrs.
Nightingale Campus
30 hours
Fee: $50.00

This course will deal with social and emotional needs, especially as they relate to the aged and the handicapped. Topics will include societal attitudes to the aged and the handicapped, losses and adjustments of aging, retirement, and a comparison of life in the community with life in an institution.

Start dete:
Septembar 9, 1980

COMMUNITY SERVICES

Fostar Parent Certificate Program — Part-Time

This is a part-time certificate program comprising academic courses and evaluation of fostering competencies.

The program is designed to provide the basic knowledge and skills to enable foster parents to understand and cope with the behaviours of children in their care E.G. withdrawal, acting out, aggression, depression, stealing, bedwetting and truancy.

The emphasis will be placed on the application of child management principles. The courses are not designed to deal with individual problems. Specific problems relating to individual children should be referred to the employing agency by the foster parent.

The Foster Parent Program consists of four courses, two of which can be taken each year and an evaluation of fostering skills required in the second year.

Applications and information regarding this program may be obtained from Linda Silver, Division of Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9. Telephone 967-1212, local 655.

Note: There is a late registration fee of $10.00 per course for all registrations received after August 21. It is recommended that applications be received by the Community Services Division before July 31. This program is only open to those currently employed as foster parents in association with a recognized fostering agency.

The following courses must be completed in order to obtain the certificate.

FPP900 — Human Growth and Development
FPP901 — Child Management I
FPP902 — Child Management II
FPP903 — The Foster Parent and the Community
FPP904 — Evaluation of Fostering Skills

Human Growth & Davelopment **FPP 900**

Tuesday, 2000-2200 hrs.
Nightingale Campus
20 hours
Fee: $25.00

In order to be effective as a helping agent in relationships with children the foster parent must appreciate the child's world. Comprehension of Human Growth and Development is the necessary basis from which to understand our interaction with children. The purpose of this course is to explore the growth of personality. The primary focus will be on the developmental stages of childhood and adolescence.

Stert dete:
September 30, 1980

Child Menegement I **FPP 901**

Tuesdey, 2000-2200 hrs.
Nightingale Cempus
20 hours
Fee: $25.00

This course will explore specific management areas such as separation, setting limits, routines and consistency as well as considering difficult behaviours e.g. lying, stealing, bed-wetting, aggression and withdrawal.
The material for the course will be drawn largely from the experience of the participating foster patents.

Stert dete:
Jenuery 20, 1981

Child Menegement II **FPP 902**

Thursday, 2000-2200 hrs.
Nightingale Cempus
20 hours
Fee: $25.00

Prerequisite: Child Management I or equivalent.
This course will continue the study of behaviour and child management begun in Child Management I. The objectives are similar. The expectation is that students will possess improved insights and be able to proceed by the case study method. Case studies and other material for this course will be prepared in cooperation with fostering agencies.

Stert dete:
January 22, 1981

Foster Perant and the Community **FPP 903**

Thursdey, 2000-2200 hrs.
Nightingale Cempus
20 hours
Fee: $25.00

This course will explore the role of the foster parent as it relates to the child, natural family, employing agency and to other community services.

Stert dete:
October 2, 1980

Evaluetion of Fostering Skills **FPP 904**

Fee: $15.00

An evaluation of each student's fostering skills will be required in the second year of the program. Evaluation forms will be provided by the program coordinator.

Health Care Aide Program

This program provides a basic training for those who wish to work with patients in long-term or chronic care facilities. Under the supervision of a registered nurse the health care aide provides personal care for the comfort and safety of residents and is involved in the process of creating a climate to promote the optimal physical, social and emotional well-being of each resident.

The Health Care Aide Program was developed by and is recognized by the Ministry of Health, Ministry of Education and the Ministry of Community and Social Services.

Admission Requirements:

Grade 10 — mature persons 19 years of age and over with less than Grade 10 will be considered individually.
Facility with English
A personal interview.
Length of Program — 480 hours — offered part-time in both day and evening courses.

Further details regarding Registration and the structure of the program may be obtained from:
Health Care Aide Program
Division of Community Services
George Brown College
P.O. Box 1015, Station "B"
Toronto, Ontario M5T 2T9
Telephone: 967-1212, local 634

The following courses must be completed in order to obtain the certificate.
CARE900 — Communications
CARE901 — Biological Needs
CARE903 — Social and Emotional Needs
CARE908 — Clinical 1
CARE909 — Clinical 2
CARE910 — Clinical 3

Communicetions **CARE 900**

Mondey, 1800-2200 hrs.
Tuesdey, 1000-1400 hrs.
(Fell term only)
Nightingale Cempus
40 hours
Fee: $45.00

This course promotes a better understanding of the cultural patterns and social values of the institutional population. Verbal and non-verbal communication along with the effective use of English are emphasized.

Stert detes:
September 29 end 30, 1980
Jenuery 12, 1981
Merch 30, 1981

Biologicel Needs **CARE 901**

Tuesdey, 1800-2200 hrs.
or 1000-1400 hrs. (Winter term only)
Nightingale Cempus
40 hours
Fee: $45.00

Students will be introduced to normal body processes and the physical changes which occur during the life cycle. Nutritional needs to maintain health with special reference to the needs of the elderly will be considered.

Stert detes:
September 30, 1980
Jenuery 13, 1981
Merch 31, 1981

Social end Emotionel Needs **CARE 903**

Mondey, 1800-2200 hrs.
Tuesdey, 1000-1400 hrs. (Spring term only)
Nightingale Cempus
40 hours
Fee: $45.00

This course examines the basic social and emotional needs of individuals as a background to understanding the emotional and mental changes which occur with aging and institutionalization.

Stert detes:
September 29, 1980
Jenuery 12, 1981
Merch 30, 1981
Merch 31, 1981

COMMUNITY SERVICES

Clinicel 1 **CARE 908**

Wednesdey, 1800-2200 hrs.
Thursdey, 1000-1400 hrs. (Fell term only)
Nightingale Cempus
40 hours
Fee: $85.00

This course is a combination of theory, demonstration and student practice. Students learn the basic principles of care with emphasis being placed on the needs of residents, and the application of these skills in a variety of institutional facilities.

Stert detes:
October 1 end 2, 1980
Jenuery 14, 1981
April 1, 1981

Clinicel 2 **CARE 909**

Thursdey, 1800-2200 hrs.
Thursdey, 1000-1400 hrs.
(Spring term only)
Nightingale Cempus
40 hours
Fee: $45.00

Methods of remotivation and means of minimizing the disabling effects of aging and chronic disease are demonstrated and practiced. Students learn how to apply these skills in a variety of situations.

Stert detes:
October 2, 1980
Jenuery 15, 1981
April 2, 1981

Clinicel 3 **CARE 910**

240 hours
Fee: $20.00

Students will be placed in an institutional setting for the purpose of developing the job competencies of the Health Care Aide. Those who can document competency through employment status will be eligible to apply for exemption from this course.

Stert detes:
To be errenged by coordinetor.

Educetionel Assistent Diplome Progrem

This series of courses is designed only for Educational Assistants who are currently employed by a Board of Education. The basic objective is to provide Educational Assistants with the fundamental, practical skills and theoretical concepts to assist them in their classroom work with children.

Applications and information may be obtained from the Division of Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9, Telephone 967-1212, local 655 or from the Admissions Office, Kensington Campus, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9.

The following courses must be successfully completed in order to obtain the certificate. Courses are offered on Tuesdays between 1700-2030 hours.
EA900 — Child Development
EA901 — The School and the Community
EA902 — Language and Listening Skills
EA903 — Program Skills
EA904 — Classroom Practice

Child Development **EA 900**

Tuesdey, 1700-1830 hrs.
Nightingale Cempus
22-1/2 hours
Fee: $27.50

This course is designed to give the Educational Assistant a theoretical overview of child development with the focus on the pre-school to early adolescence years. A variety of theories will be examined with specific emphasis on the humanistic viewpoint.

Stert dete:
September 9, 1980

The School end Community **EA 901**

Tuesdey, 1900-2030 hrs.
Nightingale Cempus
22-1/2 hours
Fee: $27.50

This course is designed to examine the interplay between the school and its surrounding community and study the implications of community involvement with the school. The couse will also examine the Ontario education system and relevant legislation.

Stert dete:
September 9, 1980

Lenguege end Listening Skills **EA 902**

Tuesdey, 1700-1830 hrs.
Nightingale Cempus
22-1/2 hours
Fee: $27.50

This course will examine the basic stages of language development and emphasis the acquisition of skills which promote language and listening ability for both normal and exceptional children.

Stert dete:
Jenuery 13, 1981

Progrem Skills **EA 903**

Tuesdey, 1900-2030 hrs.
Nightingale Cempus
22-1/2 hours
Fee: $27.50

This course will examine the theoretical concepts, practical skills and resources necessary for the Educational Assistant to assist the teacher in effectively implementing programs for children.

Stert dete:
Jenuery 13, 1981

Classroom Practice **EA 904**

Fee: $15.00

Classroom practice is an integral part of the program in affording students supervised and evaluated experience in the classroom setting. The evaluation of classroom practice will be carried out by the principal in consultation with the teacher. Students will be responsible for ensuring that the evaluation form is completed and returned to the co-ordinator.

Expressive Arts — Therapeutic Tools (Children) **CHI 955**

Monday, 1900-2200 hrs.
Nightingale Campus
42 hours
Fee: $75.00

Prerequisite: Applicants will be accepted from those involved in a professional capacity with children with special needs.
Course Content: This course is designed to give participants experience in self expression through a variety of modes thus providing stimulus and encouragement for initiating activities with children. Ideally, students will discover personal creative potential which will in turn allow them to provide valuable treatment alternatives with children.

Start date:
September 15, 1980
February 9, 1981

Life Skills Coech Training **SOC 900**

Thursdays and some weekends
Nightingale Campus
128 hours
Fee: $250.00

Prerequisite: Prior group experience and knowledge of group dynamics; ability to make the required time commitment; pre-course interview with instructors.
This course will provide the participants with the theory, practical skills and techniques to coach a Life Skills group and to adapt the Life Skills concept to a particular population.
Life Skills is a structured group approach assisting people to acquire problem solving skills to be used in the management of personal affairs.

Start date:
September 25, 1980

Communication Skills — Effective Leadership **ES 915**

Monday, 1900-2130 hrs.
Nightingale Campus
25 hours
Fee: $40.00

Communicating with people who work for you requires a blend of tact and honesty which leaves many supervisors and leaders in a conflicting position. How can I offer constructive criticism? How can I make myself available and really listen to the needs and criticisms which my staff present to me recognizing the effect of my authority and channelling it to encourage individual potential? This requires unique communication skills and an understanding of your own leadership style.
As well, supervising a group of intelligent, energetic individuals can be threatening at times, when you question your own ability to control and still appear to be human to the group. Are there creative ways I haven't thought of to utilize the resources of my staff group, getting them more involved and motivated? How can I help build a more cohesive work team without losing authority? Being an effective leader requires understanding patterns of communication in group and knowing how to tap group energy.

Start Detes:
October 6, 1980
Febraery 6, 1980

Physicel Intervention Techniques **FIT 805**

Mondey (Fell only)
1900-2030 hrs.
Fridey (Winter only)
1500-1630 hrs.
Nightingele Cempus
15 hours
Fee: $25.00

To maintain safety for both client and worker if physical intervention becomes necessary. This course will teach students the following skills: Falling safely, bringing a client to the ground safely, "come-along holds," protecting oneself from kicks and punches, releases from head locks, chokes (rear and front) and wrist grabs.

Start Detes:
September 29, 1980
Febraery 6, 1981

Supervision In The Socieł Services **OM 900**

Tuesdey 1830-2030 hrs.
Nightingele Cempus
24 hours
Fee: $35.00

The purpose of this course is to present a structured approach to supervision for supervisors in Social Service Organizations. During this course the participant will have the opportunity to: explore the roles, functions and responsibilities of a supervisor; define supervisory problems in their own jobs; develop alternatives for dealing with these problems; evaluate those alternatives through role play sessions in the classroom.

Stert Detes:
September 22, 1980
Febraery 10, 1981

Teeching Children 'a'ith Speciał Needs **CHI 901**

Mondey 1900-2000 hrs.
Nightingele Cempus
28 hours
Fee: $55.00

Prerequisite: Early Childhood Education Diploma
This course is designed to provide Early Childhood educators with additional training in working with children with special needs. Specific programming skills will be emphasized and current functional assessment tools will be introduced. The student will be able to plan and implement positive programs for children with special needs and may act as a resource teacher for other staff members in their particular centre.

Preperetion For Retirement **CE 811**

Wednesdey 1900-2100 hrs.
Nightingele Cempus
20 hours
Fee: $50.00

This series is designed to encourage positive attitudes toward retirement. Guest specialists will offer practical advice and information which will assist in the transition from full-time employment to productive retirement. Topics covered are financial and pension planning, housing, personal safety, creative leisure, health and nutrition, wills and trusts, adjustments and attitudes toward aging, community resources, post-retirement employment. Each session will be conducted by a different person with expertise in a specific area.

Stert Date:
October 1, 1980

Hearing Impaired

Total Communicetion (Pert 1) **DEAF 900**

Monday, 1700-1900 hrs.
or 1900-2100 hrs.
Cese Loma Campus
45 hours
Fee: $60.00

Course Content: An introductory course designed for those who come in frequent contact with, or work with, the deaf. The course is designed to give fluency in one-way conversation with a deaf person.
Two classes may be held depending upon enrolment. One class will commence at 1700 hrs. and complete at 1900 hrs., the other class from 1900 hrs.to 2100 hrs.

Stert dete:
September 15, 1980

Totel Communicetion (Part 2) **DEAF 902**

Monday, 1900-2100 hrs.
Cese Lome Campus
45 hours
Fee: $60.00

Course Content: The second part of the course is designed to give the student the ability to carry on a normal two-way conversation with deaf persons.

Stert dete:
September 15, 1980

Totel Communicetion (Pert 3) **DEAF 906**

Monday, 1900-2100 hrs.
Cese Lome Campus
45 hours
Fee: $60.00

Course Content: Development of the manual skills taught in Part II. Opportunities to practise before groups of hearing impaired people: (a) seminars, (b) meetings.
Development of the ability to convey the thought, intent and spirit of a speaker and to maintain the dignity and purity of the language of signs.

Stert dete:
September 15, 1980

NOTE: For further information concerning Hearing Impaired courses phone 967-1212 ext. 433.

Ganaral Machine Shop (Upgrading) MACH 906A

Monday and Wadnasday, 1900-2200 hrs.
Casa Loma Campus
90 hours
Faa: $110.00
Matarials: $20.00

Prerequisite: For people with some machine shop experience.
Course Content: Theory and practical assignments in shop mathematics; benchwork, drills and drilling, bandsaws, lathes, milling machines, surface and cylindrical grinders.

Start data:
Octobar 6, 1980

Ganaral Machine Shop (Pra-Job) MACH 906B

Tuasday and Thursday, 1900-2200 hrs.
Casa Loma Campus
90 hours
Fee: $110.00
Matarials: $20.00

Course Content: Theory and practical assignments in shop mathematics, benchwork; drills and drilling; bandsaws, lathes, milling machines, surface and cylindrical grinders.

Start data:
Octobar 2, 1980.

Lathawork MACH 541X

Tuasday and Thursday, 1900-2200 hrs.
Casa Loma Campus
90 hours
Faa: $110.00
Matarials: $20.00

Course Content: Lathe construction, operation, safety and accessories; theory of metal cutting, sharpening tool bits, plain turning, knurling, drilling, counter boring and tapping, form turning; steady and follower rest work; four jaw chuck work; taper theory and taper turning; profile turning; thread types; theory and cutting; single and multiple start threads; eccentrics; boring; turret lathe theory; spring winding, grinding attachments.

Start data:
Octobar 2, 1980

Machanical Maintanance (Part I) MILL 900A

Monday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Faa: $100.00
Matarials: $10.00

Course Content: Machine tool terminology and operations, filing, sawing, drilling and reaming; wrenches and other hand tools. Shafts, keys, threads, fasteners, couplings, chain drives, belt drives, bearings and basic rigging including fiber and wire rope, slings and related hardware. Shop projects including Machine tool operations, benchwork, coupling, bearing fitting and aligning.

Start data:
October 6, 1980

Machanical Maintanance (Part II) MILL 900B

Monday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Faa: $100.00
Matarials: $10.00

Prerequisite: MILL 900A.
Course Content: Gear types, terminology, simple and compound gear trains; basic hydraulic and pneumatic principles, components and circuits; air compressor types and components; conveyor types and terminology; trouble shooting and servicing. Shop assignments including machine tool and benchwork operations; pneumatic and hydraulic circuitry.

Start data:
October 6, 1980

Numerical Control I MACH 902

Monday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Faa: $100.00
Matarials: $10.00

Prerequisite: General machining experience.
Course Content: Applications, justification; axes; co-ordinates, quadrants; systems, tapes and codes; programming point to point and continuous path systems; tape preparation and editing; 2-axis milling machine programming, set-up and operation; basic computer programming.

Start dete:
October 6, 1980

Numerical Control II MACH 905

Saturday, 0900-1500 hrs.
Casa Loma Campus
60 hours
Faa: $125.00

Prerequisite: MACH 902 or previous part programming experience.
Course Content: History; computer assist N/C language; APT and AD-APT systems; hardware, software, AD-APT system structure; AD-APT; co-ordinator system, part geometry; tools-to-geometry, relationships, part surface, drive surface, check surface, extended capabilities; AD-APT statements, vocabulary, symbols and punctuation; geometric words, logical structure in describing, part geometry; tool motion, tool description statements. motion statements, motion termination.
Note: This is a practical hands-on N/C computer course which will run when enrollment is sufficient.

Start data:
March 14, 1981

Injection Moulding PL 905

Thursday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Faa: $75.00
Matarials: $20.00

Course Content: Properties and characteristics of thermoplastic materials; poleolefins, polystyrenes, vinyls, nylon acrylics. Use of regrind and virgin materials. Colour mixing, shrinkage factors. Pre-drying thermoplastics and methods. Process: operating principles of plunger injection and reciprocating screw injection machines; machine components and nomenclature; instrumentation and controls; hydraulic systems; mould temperature control. Practical: operation of machines; mould set-up; setting temperatures; cycles and controls, mould temperature control, safety features and precautions; troubleshooting. Design: mould components and nomenclatures; good and poor design; types of moulds; application and design of various types and sizes of runners, sprues and gates, draft angles; tolerances; mould maintenance.

Start dete:
October 6, 1980

Walding I WELD 900

Monday (Fall tarm)
Monday and Wadnasday (Spring tarm)
1900-2200 hrs.
Casa Loma Campus
60 hours
Faa: $80.00
Matarials: $25.00

Prerequisite: Ability to understand English well enough to absorb instruction.
Course Content: Basic principles of oxyacetylene and electric arc welding; safety precautions; types and uses of various oxyacetylene flames; types and uses of various rods and electrodes; braze welding; use of fluxes, arc welding machine controls; practice welding in the flat position using oxyacetylene and electric arc equipment.

Start datas:
Septembar 29, 1980
March 23, 1981

Walding II WELD 901

Tuasday (Fall tarm)
Monday and Wadnasday (Spring tarm)
1900-2200 hrs.
Casa Loma Campus
60 hours
Faa: $80.00
Matarials: $25.00

Prerequisite: WELD 900 or equivalent experience.
Course Content: Theory of alternating and direct current; polarity; shielded arc electrodes; classification and selection of electrodes; edge preparations, joint design; weld faults; manufacture and storage of oxygen and acetylene; basic welding metallurgy; practice welding of fillet, lap, and butt joints in the flat, horizontal, and vertical positions using oxyacetylene equipment; practice welding of fillet and lap joints in the flat, horizontal and vertical positions using electric arc equipment.

Start datas:
Saptambar 30, 1980
March 23, 1981

Walding III WELD 907

Thursday (Fall tarm)
Monday and Wadnasday (Spring tarm)
1900-2200 hrs.
Casa Loma Campus
60 hours
Faa: $100.00
Matarials: $35.00

Prerequisite: WELD 900 and WELD 901, or equivalent experience.
Course Content: Selection of electrodes; function of cellulose and low hydrogen coatings; electrode operating characteristics; control of weld faults; set-up and adjustment of machine controls; techniques required for "all position" welding; control of distortion; testing of welds; practice welding of fillet and lap joints in all positions and an introduction to groove joints in all positions. Cellulose and low hydrogen electrodes will be used.

Start data:
October 2, 1980
March 23, 1981

Walding Pra-Cartification (M.C.C.R.) WELD 903

Monday (Fall tarm)
Tuasday and Thursday (Spring tarm)
1900-2200 hrs.
Casa Loma Campus
60 hours
Faa: $100.00
Matarials: $45.00

Prerequisite: WELD 900, WELD 901 and WELD 907 or equivalent experience. A pre-entry interview is required.
Course Content: Safety precautions; function of electrode coatings; electrode selection and application; edge preparation, weld faults, welding techniques; setting up of equipment; testing of welds and operators' codes; practice welding of groove joints in all positions, using cellulose and low hydrogen electrodes; root and face guided bend test specimens will be taken from buff welds in all positions.
Note: At the termination of this course, a practical test for M.C.C.R. certification may be arranged. An additional nominal fee is involved.

Start dates:
Septembar 29, 1980
March 24, 1981

Welding — Pipa — Uphill (S.M.A.W.) WELD 904

Wadnasday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Faa: $115.00
Matarials: $80.00

Prerequisite: (1) WELD 900; WELD 901, WELD 907, and WELD 903; or (2) Boiler Inspection Branch (M.C.C.R.) certification for all position welding of plate. A pre-entry interview is required.
Course Content: Pipe specifications, preparation of pipe, recommended fits and tolerances; electrode selection and classification; testing of welds and operators' codes; practice welding, using the uphill welding technique and low hydrogen arc welding electrodes.
Nota: At the termination of this course, a practical test for M.C.C.R. certification may be arranged. An additional nominal fee is involved.

Start date:
Octobar 1, 1980

Welding — Pipa — Uphill (GTAW/SMAW) WELD 906

Monday and Wadnasday 1900-2200 hrs.
Casa Loma Campus
60 hours
Faa: $115.00
Matarials: $110.00

Prerequisite: (1) WELD 900, WELD 901, WELD 907, WELD 903 or (2) Boiler Inspection Branch (M.C.C.R.) certification for all position welding of plate and proficiency in the use of low hydrogen electrodes. A pre-entry interview is required.
Course Content: Pipe specification, preparation of pipe, recommended fits and tolerances; electrode classification and selection; testing of welds and operators; codes; setting up and adjusting GTA equipment; tungsten electrodes; shielding gases; practice welding of carbon steel pipe using the GTAW process for the root pass and low hydrogen electrodes for succeeding passes.
Note: At the termination of this course a practical test for M.C.C.R. certification may be arranged. An additional nominal fee is involved.

Start data:
March 23, 1981

Welding Ornamantal Matalwork WELD 909

Tuasday (Fall tarm)
Tuasday and Thursday (Spring tarm)
1900-2200 hrs.
Casa Loma Campus
60 hours
Faa: $100.00
Matarials: $15.00

Course Content: Fundamentals of welding, safety precautions, selection of matenals; fundamentals of design, use of hand tools, methods of twisting, forming and fastening metals; forming of scrolls; surface decoration, surface finishing; use of metal working equipment; practice shop work consisting of the fabrication of various types of ornamental metal projects.

Start dates:
Saptambar 30, 1980
March 24, 1981

Walding Aluminum and Stainless Staal (GTAW/GMAW) WELD 910

Tuasday and Thursday 1900-2200 hrs.
Casa Loma Campus
60 hours
Faa: $115.00
Matarials: $60.00

Prerequisite: WELD 900 and WELD 901 or a minimum of six months continuous experience in oxy-acetylene or arc welding.
Course Content: Setting up and adjusting G.T.A.W. and G.M.A.W. equipment; types, sizes and uses of tungsten electrodes; types and sizes of filler wires, use of shielding gases; flow-meters; practice welding of light gauge aluminum and stainless steel sheet using the G.T.A.W. process and welding of aluminum plate using the G.M.A.W. process.
Note: This course does not include the welding of pipe.

Start date:
March 24, 1981

Non-destructive Testing

The following Non-destructive Testing courses will be offered in co-operation with the Canadian Society for Non-destructive testing.

Ultresonic Tasting I TEST 900

Wednesday, 1900-2200 hrs.
Casa Loma Campus
40 hours
Faa: $135.00

This is a basic course in ultrasonic testing which will be of particular interest to persons preparing to write the junior level Ultrasonic Testing Examination. It should also be of considerable value to operators who have practical experience but require a refresher course in the theory behind ultjasonic testing.
Introduction and testing philosophy; test principles, applications and capabilities; equipment; testing techniques; calibration.
Textbook; general dynamics manual, CT-6-4 "Ultrasonic testing".

Start data:
October 1, 1980

Eddy Currant Tasting I TEST 901

Tuasday, 1900-2200 hrs.
Casa Loma Campus
40 hours
Faa: $135.00

A basic course in eddy current testing will be directed to technicians who are using the equipment, to supervisors and others who require a basic understanding of the method, and to those who wish to broaden their knowledge in non-destructive testing.
Course Content: Introduction and testing philosophy, test principles, applications and capabilities, equipment, testing techniques, calibration.
Textbook: General Dynamics Classroom Training Handbook CT-6-5, Eddy Current Testing

Start data:
February 17, 1981

ELECTRO-MECHANICAL

Ultresonic Tasting II **TEST 902**

Wednesday, 1900-2200 hrs.
Casa Loma Campus
40 hours
Fee: $135.00

Prerequisite: Ultrasonic Testing I or Certification to the Canadian Government Specification Board junior level in Ultrasonics or equivalent experience satisfactory to the instructor.
This course is specifically directed to the person whose work requires the interpretation of the results of an ultrasonic test and the insurance that the test is performed in accordance with applicable codes and standards. Inspectors, engineers, surveyors and supervisors will find this course of value.
Course Content: Review of the basic principles of Ultrasonic Testing; application and capabilities of available instrumentation; interpretation of results; knowledge of testing standards, codes, records and regulations.
Textbook: General Dynamics Manual CT-6-4 "Ultrasonic Testing".

Start date:
February 18, 1981

Industriel Radiography I **TEST 903**

Thursday, 1900-2200 hrs.
Casa Loma Campus
48 hours
Fee: $150.00

This is a course directed to the radiographer who is preparing to write the junior Industrial Radiography Examination and provides formal preparation for all phases of the examination. It is also of interest to personnel in supervisory, quality control or affiliated positions who require a knowledge of the fundamentals of radiography.
Introduction to electromagnetic spectrum, velocity, frequency and wave length, of light; generation of x-rays and gamma rays; mathematics of radiography — inverse square law, law of reciprocity; radiographic sensitivity — definition and contrast; aids to radiographic sensitivity; film-types and classes, densitometry, sensitometry; exposure charts; darkroom procedures and processing of film; records and standards; radiation protection — federal and provincial regulations, safe working conditions; radiographic techniques; film interpretation.
Textbook: General dynamics manual CT-0-6 "Radiographic Testing".

Start date:
October 2, 1980

Industrial Radiography II **TEST 904**

Thursday, 1900-2200 hrs.
Casa Loma Campus
40 hours
Fee: $150.00

Prerequisite: Industrial Radiography I or Certification as a Junior Radiographer (48-GP-4) or equivalent experience satisfactory to the instructor.
This course is specifically directed to the person whose work requires the ability to interpret the results of radiographic tests. While some time will be devoted to discussion of basic principles and equipment, the emphasis will be placed on film interpretation, evaluation of film in accordance with codes, and use of codes. Inspectors, engineers and supervisors will find this course of value.
Course Content: Review of basic principles of radiography; equipment applications and capabilities; film interpretation; use of codes; records and regulations.
Textbook: General Dynamics CT-6-6 "Radiographic Testing".

Start dete:
Febraary 19, 1981

Liquid Panetrant & Magnetic Particle (LPI/MPI) **TEST 907**

Monday, 1900-2200 hrs.
Casa Loma Campus
36 hours
Fee: $125.00

This course is designed to cover the basic fundamentals involved in the selection and application of liquid penetrant and magnetic particle testing equipment.
Liquid Penetrant — N.D.T. and liquid penetrant testing; principles and methods of liquid penetrant testing; selection of penetrant test method and equipment; evaluation of liquid penetrant indication.
Magnetic particle inspection — principles of magnets and magnetic fields; magnetization by means of electric currents; types of equipment and inspection materials, selection of the proper type of magnetization; principles of demagnetization; types of discontinuities located by magnetic particle testing; indications and interpretation.
Textbook: General dynamics manuals CT-6-3 "Liquid Penetrant Testing", and CT-6-3 "Magnetic Particles Testing".

Start datas:
Septamber 29, 1980
Febraary 16, 1981

Electrical Apprentice Reviaw **EL 900**

Mondey and Wednesday, 1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $75.00

Designed for those apprentices who are in their final term and who expect to write the qualifying examination sometime within the year.
Course Content: Theory, code and equipment over the entire area of apprenticeship training.

Start datas:
October 6, 1980
Febraary 2, 1981
April 13, 1981

Estimating for tha Electricel Trada **EL 901**

Mondey and Wednesdey, 1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $75.00

Prerequisite: Journeyman electrician, fifth term apprentice, or equivalent.
Course Content: Plan analysis; takeoff procedure, transferring and pricing; labour units; installation only projects; adjustments for working conditions; cable poles; pull boxes; labour cost variables; nonproductive labour; incidental and direct job cost; electric heating loads.

Start date:
October 7, 1980

Hydro-Electric Powar Commission Regulations (Master Elactrician) **EL 902**

Tuasday and Thursday, 1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $75.00

Prerequisite: At least fifth term apprentices, or journeymen.
Use of code book; application of regulations and tables; electrical installation calculations relevant to code regulations and tables; suitable preparation for examinations leading to Certificate of Qualification and Master Education.

Start dates:
Octobar 7, 1980
Febraary 3, 1981

Elactricel Drafting (Basic) A.T.E.C. Program **EL 903**

Tuesday, 1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $75.00

Course Content: Lettering; use of instruments, linework, orthographic projection, dimensioning, sections, architect scale; isometric projection; sketching; electrical and electronic symbols, basic electrical circuit diagrams; transformers, relays, riser and block diagrams; residential wiring, illumination and electric heating.

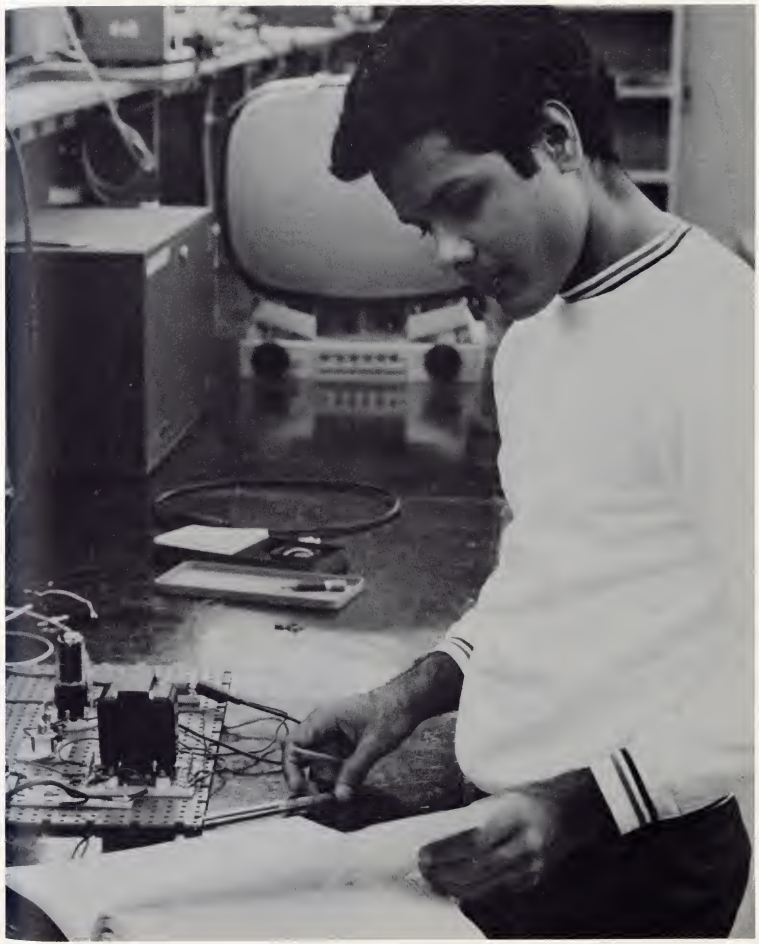
Start date:
Octobar 7, 1980

Lighting Fundamantals **EL 904**

Thursday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $85.00
Materials: $15.00

Nature of light; the eye and the relationship between light and sight lighting terms; laws and controls; light measurement and meters; light sources, its production and characteristics, including incandescent, gaseous discharge and fluorescent lamps; luminaire data consisting of general, photometric, electrical and mechanical characteristics; illumination design including zonal-cavity calculations for industrial buildings, offices and schools; store lighting, exterior residential lighting; cost analysis to include lamp economics, lighting system ownership and operating costs.

Start date:
To be announced



ELECTRO-MECHANICAL

Electrical Fundamantals — ATEC EL 905

Monday, 1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $75.00

Prerequisite: MATH 100.
Basic electrical concepts; simple D.C. circuits, power magnetism, electro-magnetism, magnetic circuits; D.C. measuring instruments; A.C. measuring instruments; electrical measurements, induction, capacity, alternating current, resistance, impedance, power in A.C. circuits.

Start date:
October 6, 1980

Electrical Construction and Maintenance I EL 907

Monday and Wednesday, 1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $75.00
Matarials: $20.00

Prerequisite: Grade 10 or the equivalent.
Course Content: Ohm's Law; series circuits, combination circuits; two-wire distribution; line loss, power efficiency; wire calculations; batteries, magnetism, electro-magnetism, induction, three-wire distribution; Hydro Electric Power Commission Regulations; shop projects.

Start dates:
October 6, 1980
February 2, 1981

Electrical Construction and Maintenance II EL 908

Tuesday and Thursday, 1830-2130 hrs.
Cesa Lome Campus
60 hours
Fee: $75.00
Matarials: $20.00

Prerequisite: EL 907 or the equivalent.
Course Content: Electro-magnetism; induction; DC generators; generator set-up and operation; DC motor, motor operation and controls; Hydro-Electric Power Commission Regulations; shop projects.

Start dates:
October 7, 1980
February 3, 1981

Electrical Construction and Maintenanca III EL 909

Tuesday and Thursday, 1830-2130 hrs.
Case Lome Campus
60 hours
Fee: $75.00
Matarials: $20.00

Prerequisite: EL 908 or the equivalent.
Course Content: AC fundamentals, vectors, single-phase transformers, single-phase motors, three-phase motors, three-phase transformers, auto-transformers, Hydro-Electric Power Commission Regulations, shop projects.

Start dates:
October 7, 1980
February 3, 1981

Industrial Electronic Controls (Part I) EL 910

Thursday, 1830-2130 hrs.
Casa Lome Campus
60 hours
Fee: $75.00
Matarials: $10.00

Prerequisite: Fifth term apprentices, journeymen electricians, or equivalent.
Diodes; zener diodes; rectification; semi conductor diodes for special applications; bipolar transistor characteristics; bias calculations; operation of: field effect transistors, unijunction transistors, thyristors, thermistors, photoelectric devices, photodetectors, light emitting diodes; introduction to integrated circuits. Theory and shop.

Start date:
October 9, 1980

Industrial Electronic Controls (Part II) EL 911

Monday, 1830-2130 hrs.
Casa Lome Campus
60 hours
Fee: $75.00
Matarials: $10.00

Prerequisite: EL 910.
Charateristics of amplifiers; operation of: fet amplifier, direct-coupled amplifier, complementary power amplifier, operational amplifiers, power supply circuits, voltage regulators, pulse circuits, photo electric relays, light-sensing relays and voltage-sensitive relays. Trouble shooting procedures and techniques. Theory and shop.

Start date:
Octobar 6, 1980

Industrial Electronic Controls (Part III) EL 912

Tuasday, 1830-2130 hrs.
Casa Lome Campus
60 hours
Faa: $75.00
Matarials: $10.00

Prerequisite: EL 911.
Introduction to digital techniques; binary number system; semiconductor devices for digital circuits; digital logic circuits; digital integrated circuits; operation of: flip-flops, registers, counters, shift registers and clocks. Digital applications and introduction to microprocessors. Theory and shop.

Start date:
October 7, 1980

Industrial Electronic Logic Static IV EL 913

Wadnasday, 1830-2130 hrs.
Casa Lome Campus
60 hours
Faa: $75.00

Advanced digital circuit applications; process control with digital computers' microprocessor applications; fundamentals of numerical control, laser systems and ultrasonics; components for automatic control system; resistance welding with solid state circuits, introduction to fiber-optics; theory and use of advanced test and measuring instruments. Theory and shop.

Start date:
October 8, 1980

Lighting Dasign Advancad EL 915

Tuesday, 1900-2200 hrs.
Case Lome Campus
60 hours
Faa: $100.00
Materials: $15.00

Prerequisite: Lighting Fundamentals course or equivalent.
Course Content: Introduction to the qualitative factors of light applications including nature and range of light sources, elements of lighting design and specifications. Quantitative method of lighting calculations including integrated designs. Task lighting both indoor and outdoor. Highway lighting, visits to lighting installations. Critical analysis of existing installations. Design of lighting layouts complete with specifications with guest lecture in specialized areas.

Start date:
Octobar 7, 1980

Electrical Pre Exam EL 950

Monday and Wadnasday 1830-2130 hrs.
Casa Lome Campus
Fee: $75.00

Prerequisite: Designed for journeymen who are seeking inter-provincial standards and those journeymen referred by the Ministry on Provisional Certificates.
Theory, code and equipment over the entire apprenticeship training area.

Start dates:
Octobar 6, 1980
February 2, 1981

Electrical Auxilliary System EL 951

Tuesday and Thursday 1830-2130 hrs.
Casa Lome Campus
Fee: $85.00
Supplias: $35.00

Prerequisite: Designed for those Provisional journeymen who are referred from the Ministry.
Theory, operation and control of D.C. and A.C. equipment with respect to motors, transformers, fire alarms, and heating systems.

Start date:
February 3, 1981

Electrical Blueprint Reading ELDR 612X

Monday and Wednesday, 1830-2130 hrs.
Casa Lome Campus
60 hours
Fee: $75.00

Prerequisite: Electrical Apprentice, Electrician, or anyone employed in the Electrical Construction and Maintenance Industry.
Course Content: Printing, architect's scale, residential drawings, construction drawings, architectural drawings, structural drawings, concrete drawings, mechanical drawings, specifications, electrical drawings, layout drawings, material take-off, material order, time sheets, inspection, as-built drawings, schematic drawings, and equipment take-off.

Start date:
Octobar 6, 1980

ELECTRO-MECHANICAL

Electronic Fundamantals (Part I) ELTC 900

Monday, 1900-2200 hrs.
St. James Campus
60 hours
Faa: $85.00

Course Content: Energy; electricity; resistors and conductors; cells and batteries; voltage; current and resistance; Ohm's law; electric power; DC circuits; Kirchoff's law; capacitors; electromagnets; inductors and induction; Lenz's law; AC source; vectors; reactance; impedance; resonance; AC power; electric meters; transformers, resonant circuits; AC circuits.

Start date:
Octobar 6, 1980

Electronic Fundamantals (Part II) ELTC 901

Tuasday, 1900-2200 hrs.
St. James Campus
60 hours
Faa: $85.00

Prerequisite: Successful completion of ELTC 900.
Course Content: Transducers, vacuum tube operation; vacuum tube characteristics; basic power supplies; electronic meters; cathode ray tubes; oscilloscope; power transfer; impedance matching; atomic structure of semi-conductors; diode junction; avalanche and Zener breakdown; junction transistors; transistor amplifiers, coupling methods, power amplifiers, transistor pscillators; FET, UJT semiconductors data sheets.

Start date:
Octobar 7, 1980

Electronic Fundamentals (Part III) Radio ELTC 902

Thursday, 1900-2200 hrs.
St. James Campus
60 hours
Faa: $85.00

Prerequisite: Successful completion of ELTC 901.
Course Content: Communications systems; amplitude modulation; frequency modulation; demodulation and detection; troubleshooting and maintenance; test equipment; troubleshooting radio receivers; servicing techniques; servicing automobile receivers; AM/FM receivers; radio receiver alignment; sound systems; record changers-pickups; tape recorders; RC circuits; LR circuits; blocking oscillators; multivibrators.

Start date:
Octobar 2, 1980

Electronic Fundamentals (Part IV) Talavision ELTC 903

Thursday, 1900-2200 hrs.
St. James Campus
60 hours
Faa: $85.00

Course Content: Sawtooth generators; flip-flop; binary counters; decimal counters; clippers; limiters; shapers; triggering circuits; gating circuits; television system requirements; tuner circuits; VHF tuners; video IF section; video amplifiers; picture tubes; sound channels; sync signals, sync circuits and DC restorers; sweep oscillators; sweep amplifiers; high voltage suppliers; UHF tuners; antennas; transmission lines; component television receivers; servicing techniques.

Start date:
October 2, 1980

Colour Talavision ELTC 909

Thursday, 1900-2200 hrs.
St. James Campus
60 hours
Faa: $85.00

Prerequisite: Sound knowledge of black and white television circuitry. A short qualifying test at the time of registration.
Course Content: Principles of the colour TV system; colour receiver circuits; RF and IF circuits, video, sync, voltage supply circuits; band pass amplifier, colour sync, colour killer circuits, colour demodulation, matrix section, colour picture tube and associated circuits, servicing the colour receiver, set up procedure, aligning the colour receiver, trouble shooting; current models of receivers.

Start date:
October 2, 1980

Logic ELTC 906

Thursday, 1900-2200 hrs.
St. James Campus
45 hours
Fee: $65.00

Prerequisite: Background knowledge of transistor theory.
Course Content: Logic circuits; register circuits; Boolean algebra; arithmetic circuits; codes and error detection; A/D and D/A conversion; laboratories.
Note: This course is a prerequisite for ELTC 906A (Computer Systems).

Start date:
October 2, 1980

Computar Systams ELTC 906A

Thursday, 1900-2200 hrs.
St. James Campus
45 hours
Fee: $65.00

Prerequisite: ELTC 906 or equivalent.
Course Content: Fundamental programming concepts; machine language, computer organization, order code; programming: assembler, editor, debugging; computer peripherals, core, drum, disc, magnetic tape, cards, paper tape, printer, data transfer; interfacing; i/o bus., peripheral controls; laboratory work, programs in assembler language, construction in interface units.

Start date:
February 5, 1981

Microprocassors (Part I) ELTC 917

Wednesday, 1900-2200 hrs.
St. James Campus
45 hours
Fee: $65.00

Prerequisites: ELTC 906 or equivalent. A basic knowledge of minicomputers and machine language programming would be an asset.
Course Content: Construction of a microcomputer by each student, discussion of microcomputer design, fundamental machine language programming techniques, and basic interfacing procedures will be covered in a lecture/lab setting using the 6800 microprocessor and related support logic.
The constructed microcomputer will be available for the students personal use with the payment of a laboratory fee of $175 of which $150 is refundable with the return of the microcomputer in working condition.

Start dates:
October 1, 1980
February 4, 1981

Microprocassors (Part II) ELTC 918

Thursday, 1900-2200 hrs.
St. James Campus
45 hours
Fee: $65.00

Prerequisites: ELTC 917 or equivalent.
Course Content: Students will develop programs for the 6800 or 8080 microprocessors using the cross-assemblers on the College computer time-sharing facility. Interfaces for teleprinters, keyboard displays, video terminals, cassette tape, and floppy disc, will be discussed and used with the microcomputers built in ELTC 917 in a lecture/lab setting. Popular microprocessors and their support logic will be compared in relation to application.

Start datas:
October 2, 1980
Faboary 5, 1981

ELECTRO-MECHANICAL

Video Tape Recorders Theory and Maintenance ELTC 912

Wednesday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $80.00

Prerequisite: Fundamental knowledge of TV theory.
Theory of VTR (Video Tape Recording) and VCR (Video Casette Recording) formats and principles. Signal modulation and demodulation systems; pre-emphasis and de-emphasis requirements; white clipper; limited; D-C restoration; servo-operations; colour signal recording principles; magnetic tape characteristics; time base correction, editing and time-code recording applications; Eng (Electronic news gathering) applications; test and evaluation methods, digital recording.

Start date:
October 1, 1980

Cable Television Practice (Basic) ELTC 913A

Monday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $85.00

Prerequisite: Recommendation of the employer.
Introduction to T.V. sync and composite signals; b&w and colour, modulation channel allocation, antennas; cable distribution; antenna site location, system layout, amplifiers, splitter, tap offs, drops, coax cable characteristics, DB, VSWR, losses and reflection; tube and transistorized, wideband, single channel, main line, distribution and extender; line construction; clearance, safety, handling splices, tap offs, installation of amplifiers and passive devices, customer relations; fault finding and interference.

Start date:
January 5, 1981

Cable Television Practice (Advenced) ELTC 913B

Wednesday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $85.00

Prerequisite: Recommendation of employer.
CATV system design requirements and constraints, system powering, noise and cross intermodulation, antennas and headends, bi-directional catv systems, computer applications in CATV, radiation problems and testing, micro-wave in CATV, fibre optics, system monitoring, UHF distribution and local origination programming.

Start date:
Jenuery 7, 1981

Introduction to ETV and Broadcast Technical Systems ELTC 915

Monday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $80.00

Prerequisite: Fundamental knowledge of electronics.
Course Content: Theory and techniques applicable to (CCTV) closed circuit television operations as used in broadcast studies, educational television, community cable television centres, and related fields; audio distribution systems and level standards, monitoring, equalization, matching requirements, the audio console, equipment and system testing; R-F and video distribution systems, the monochrome and NTSC color TV signal, types of TV monitors and synchronization, basic video switching and special effects functions, circuit analysis of TV cameras and alignment principles, basic test procedures and interpretations of synthetic TV test signals, VIT (Vertical Interval Test signals), equipment and system measurement principles and standards, solid state TV picture pick-up devices, comparing analogue and digital TV signal distribution systems.

Start date:
September 29, 1980

Electronic Musicel Instruments Service ELTC 919

Tuesday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $85.00

Prerequisite: A basic knowledge of electricity and electronics.
Course Content: Review of sound physics and acoustics; harmonic distortion — amplitude vs frequency distortion; Waveform analysis — complex waves, sine waves, square wave, saw tooth, odd harmonics vs even, etc.; musical frequencies, natural vs tempered scale; sine wave harmonic synthesis — corroborative and mutation effects; synthesizer — block diagrams; organ tone generators, keyed oscillators, master oscillator — frequency divider; keying and switching principles; timbre or tone forming principles; filters — active vs passive filters; percussion definition — solo-gating percussion — touch-response percussion; neon gating and switching; vibrato and tremolo principles; power supplies — regulation — power amplifiers; installation considerations; entertainment organ design.

Start date:
October 7, 1980

Digital Systems Servicing Part I (Basic Digitel Logic) ELTC 92

Tuesday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $85.00

Prerequisite: Presently employed i the electronics field.
Course Content: Binary number and codes; basic gate function (AND, OR, NAND, NOR, XOR an INVERT); basic gate symbols an truth-tables; positive and negativ logic conventions; flip-flops counters; storage and shift registers; timing sources; encoders decoders; multiplexers an demultiplexers; display devices an multiplexing; reading spec. sheet and schematics; types of logi families (TTL, CMOS, ECL) and thei characteristics. Servicing considera tions and test equipment.

Start date:
October 5, 1980

Digitel Systems Servicing Part II (Microprocessor Besed) ELTC 92

Thursday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $85.00

Prerequisite: Successful completio of ELTC 920 or equivalent.
Course Content: Microcompute basics; terms and conventions; th basic MPU; fetch/execute; address ing modes; basic programmin (straight line and branching); simpl algorithms; condition codes; th 6800 MPU basic architecture an instruction set. i/o operations; inte facing fundamentals; interfacin with PIA. Typical microprocess based systems; servicing an proaches.

Start date:
October 2, 1980

FASHION

Creative Feshion Design
Apperal Menegement

The following courses are offered to those people interested in obtaining a diploma in Creative Fashion Design or Apparel Management, or in upgrading their present employment. They are also suitable for those who wish to upgrade their home sewing and design skills and to have some exposure to industrial techniques.
Some credit courses in the full-time Apparel Management program are scheduled in the evening. Part-time students are welcome.
All courses listed below bearing code number in the one, two, three or four hundred series carry credits which can be used towards obtaining a two or three year diploma in specialized programs. Please contact the Dean or Chairman for details.

Apparal Construction I (Drassmaking Elementary) DRES 141X

Monday end Wednesdey, or Tuesday and Thursday, 1900-2200 hrs.
Kensington Campus
60 hours
Fee: $75.00
Equipment Fee: $5.00

Course Content: Elementary dressmaking using commercial patterns; samples, measurements, relationship of pattern, style and fabric; laying-out patterns; sewing techniques (hand and industrial machines). Student to supply own materials.

Stert detes:
Septembar 15 and 16, 1980
Januery 19 and 20, 1981

Apparal Construction II (Dressmaking Intermadiete) DRES 145X

Monday, 1900-2200 hrs.
Kensington Campus
30 hours
Fee: $40.00
Equipment Fee: $5.00

Prerequisite: Basic Sewing skills.
Course Content: Continuation of DRES 141X. Proper selection of style and pattern to suit the wearer and material; purpose and selection of supporting fabrics; selection and preparation of lining fabrics; preparation of the pattern and pattern alterations. Student to supply own materials.

Stert detes:
Septembar 15, 1980
Januery 19, 1981

Apparal Construction III (Drassmaking Advanced) DRES 151X

Monday and Wednesday, 1900-2200 hrs.
Kensington Campus
60 hours
Fee: $75.00
Equipment Fee: $5.00

Prerequisite: Preferably DRES 141X and/or DRES 145X or equivalent experience.
Course Content: Efficient use of materials to minimize waste. Couture methods. The student will provide own material.

Stert detes:
Januery 19, 1981

Apparal Pattern Drafting I (Elementary) PAT 141X

Monday and Wednesday, or Tuesday and Thursday, 1900-2200 hrs.
60 hours
Kensington Campus
Fee: $75.00
Equipment Fee: $5.00

Prerequisite: Knowledge of dressmaking.
Course Content: Elementary pattern design (misses sizes 8-10, 12, master blocks); drafting directly "on the flat", i.e. on paper; designing ladies' skirts, slacks, blouses, dresses to manufacturing methods, to a price range. Students to supply own materials.

Stert detes:
October 15 and 16, 1980
Januery 19 and 20, 1981

Apparel Pattern Drafting II (Intermediate) PAT 143X

Tuesday, 1900-2200 hrs.
Kansington Campus
30 hours
Fee: $40.00
Equipment Fee: $5.00

Prerequisite: Preferably PAT 141X or equivalent experience.
Course Content: Drafting to manufacturing sizes. Misses dresses, evening dresses, jackets, outer wear, lingerie. Students to supply own materials.

Start detes:
September 16, 1980
January 20, 1981

Apparel Pattern Drafting III (Advancad) PAT 151X

Mondey or Tuesdey, 1900-2200 hrs.
Kansington Campus
30 hours
Fee: $40.00
Equipment Fee: $5.00

Prerequisite: Preferably PAT 143X or equivalent experience.
Course Content: Design of a garment from a sketch or an original idea; creative styling such as coats, suits, sportswear, etc., and also dresswear and advanced styling. Students to supply own materials.

Start detes:
September 17, 1980
Januery 21, 1981

Men's Pattern Drafting PAT 142X

Tuesday and Thursday, 1900-2200 hrs.
Kansington Campus
60 hours
Fee: $75.00
Equipment Fee: $5.00

Prerequisite: Basic sewing skills.
Course Content: Styling, line, proportion, research (drafting of men's patterns).
Students to supply own material.

Start date:
Septembar 16, 1980
Januery 20, 1981

Tellering (Ledies') DRES 146X

Tuesday and Thursdey, 1900-2200 hrs.
Kensington Cempus
60 hours
Fee: $75.00
Equipment Fee: $5.00

Prerequisite: Preferably DRES 141X or basic sewing skills.
Course Content: Ladies' tailoring, sewing, cutting techniques; finishing coats and suits using commercial patterns. Industrial machines.
Students supply own materials.

Stert date:
Januery 20, 1981

Feshion Illustration I (Elemantery) PAT 144X

Wednesday, 1800-2100 hrs.
Kensington Campus
30 hours
Fee: $40.00
Equipment Fee: $5.00

Course Content: An introductory course in fashion drawing emphasizing the drawing methods used in industry. Rough sketch and working drawing; achieving textures and patterns; finished drawing in mixed media.
Students to supply own materials.

Stert detes:
Septembar 17, 1980
January 21, 1981

Fashion Illustration II (Intarmadiate) PAT 154X

Monday, 1800-2100 hrs.
Kensington Campus
30 hours
Fee: $40.00
Equipment Fee: $5.00

Prerequisite: Preferably PAT 144X or equivalent experience.
Course Content: Commercial applications in fashion art. Creative sketching, line, colour related to fashion concepts.
Students supply own materials.

Start detes:
Septembar 15, 1980
Januery 19, 1981

Fur Manufacturing Techniques (Elementary) FUR 544X

Monday, Tuesday or Thursday, 0800-1200 hrs.
Kensington Campus
80 hours
Fee: $100.00
Equipment Fee: $5.00

Prerequisite: Interview or employment in fur industry.
Course Content: Cutting, sewing, blocking and finishing fur garments. Students may purchase required pelts at cost and must supply own tools.

Starts every Monday

Leather Manufacturing Techniques LTH 544A

Thursday, 0800-1200 hrs.
Kansington Campus
40 hours
Fee: $50.00
Equipment Fee: $5.00

Prerequisite: Ability to operate industrial sewing machine.
Course Content: Cutting leather and sewing on walking-foot machine as well as hand-stitching. Making garments.
Students must purchase own leather and supply own tools.

Starts avary Thursday

Fur and Leather Design FUR 545A

Friday, 0800-1200 hrs.
1300-1500 hrs.
Kansington Cempus
60 hours
Fee: $75.00
Materials: $5.00

Prerequisite: Experience in the industry.
Course Content: Drafting patterns and grading.
Students must purchase own instruments and factory cotton.

Starts every Friday

Work Management I (Time Studies) — (Apparel) AT 100X

Wednesday, 0900-1300 hrs.
Kensington Campus
64 hours
Fee: $80.00
Equipment Fee: $5.00

Prerequisite: Grade 12 mathematics; apparel plant experience or equivalent.
Course Content: Methods, time and motion studies with emphasis on sewing and cutting and work simplification.
Students supply own stop watches and boards.

Start date:
Septembar 10, 1980

Personnel and Industriel Relations AT 161X

Monday, 0900-1200 hrs.
Kensington Campus
48 hours
Fee: $65.00
Equipment Fee: $5.00

Course Content: Includes SEW 141 plus techniques for training production employees, single-needle sewing machine. Selection, orientation, evaluation of operators and cutters.

Stert date:
Septembar 8, 1980

Sarger Machine SEW 542X

Monday to Friday
0800-1500 hrs.
Kensington Campus
30 hours
Fee: $40.00
Equipment Fee: $5.00

Course Content: Special module (30 hours) for students reaching SEW 141X/151 objectives in less than 240 hours. Also available for part-time students during regular classes — how to operate serger as used in Ontario apparel plants. Students to supply own garment fabric.

Starts every Monday

Blind Stitch Machine SEW 543X

Monday to Friday
0800-1500 hrs.
Kensington Campus
30 hours
Fee: $40.00
Equipment Fee: $5.00

Course Content: Special module as for SEW 542X — how to use blind stitch machine as used in Ontario apparel plants.
Students to supply own garment fabric.

Starts every Mondey

Button-Hole and Button Sewar Machine SEW 544X

Mondey to Friday
0800-1500 hrs.
Kensington Campus
30 hours
Fee: $40.00
Equipment Fee: $5.00

Course Content: How to use buttonhole and button sewer as used in Ontario apparel plants.

Starts every Mondey

Window and Retail Display DISP 900

Monday & Wednesday
1900-2200 hrs.
Kensington Campus
60 hours
Fee: $75.00

Prerequisite. Practical motivation.
Course Content: Purpose, concepts and uses of window display; basic tools, materials and graphics as used in fashion and menswear; practical merchandise trims; use of mannequins; display themes.

Start date:
Septamber 15, 1980
January 19, 1981

Werdrobe Co-ordination on e Budget FASH 900

Thursday, 1900-2200 hrs.
Kensington Cempus
30 hours
Fee: $40.00
Equipment Fee: $5.00

Course Content: Elements and principles of fashion design, garment sizing systems and art of "illusion"; colour and wardrobe basics; the "total look" and accessory use; dollars and sense; homemade cosmetics and personal make-up; posture and poise.

Start detes:
Septamber 18, 1980
January 22, 1981

Carears in Fashion FASH 901

Tuesday, 1900-2100 hrs.
Kensington Campus
28 hours
Faa: $40.00

Course Content: A review of the major jobs available in the retail, the promotion, the production fields and other areas of coordination in the fashion industry. The major jobs will be analyzed in terms of what the job is, what is needed to do it, how to break in, earnings, demand and where to find the jobs.

Start detes:
Septembar 16, 1980
Januery 20, 1981

Furniture and Furnishings

Furniture Finishing FURN 103X

Monday and Wednesday
1900-2200 hrs.
Kensington Campus
60 hours
Fee: $75.00
Equipment Fee: $5.00

Course Content: Surface preparation and basic colour treatments including staining and glazing; hand and spray application of varnish, shellac, and lacquer.
Students supply own materials.

Stert detes:
September 15, 1980
January 19, 1981

Furniture Upholstery I FURN 104X

Mondey end Wednesdey
1900-2200 hrs.
Kensington Cempus
60 hours
Fee: $75.00
Equipment Fee: $5.00

Course Content: Stuffing and covering, measuring, cutting, fitting and stapling.
Students supply own materials.

Stert detes:
Septembar 15, 1980
January 19, 1981

Interior Dasign FURN 207X

Monday end Wednesday, 1800-2200 hrs.
Kensington Campus
60 hours
Fee: $110.00

The physical relation of people to interior environment — plans, scales, and colours. Students supply own instruments, brushes and paints.

Stert detes:
September 15, 1980
Januery 19,1981

Drapery (Slipcovers) FA8 252X

Monday end Wednesdey
1900-2200 hrs.
Kensington Campus
60 hours
Fee: $75.00
Equipment Fee: $5.00

Course Content: How to measure and make drapes and slip covers.
Students supply own materials.

Start detes:
Septembar 15, 1980
Januery 19, 1981

Watchmaking/Jewellery

Watchmaking/Jewellary Arts

The following courses are offered to people interested in obtaining credits towards a diploma in Jewellery Arts or in Upgrading their present employment. These skills can also be learned for personal development and enjoyment. All courses listed below bearing code numbers in the one, two, three or four hundred series carry credits that can be used towards obtaining a two year or three year diploma in specialized programs. Please contact the dean or chairman for details.

Watchmaking **WACH 901**

Tuesday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $75.00
Materials: $15.00

Prerequisite: Current employment in the watchmaking industry.
This is a long range program consisting of several units. Students may re-enroll for several years. Practising watchmakers who wish to improve their knowledge in any given area may take up any one unit they desire. Beginners must progress in the order in which the units are organized.
Course Content: Lathe work, clock work, balance work, hairspring manipulations, jewelling techniques, watch overhaul and lubrication, watch adjustments, automatic and calendar watches, part replacement and interchangeability, waterproofing watch cases.

Start date:
Septambar 16, 1980

Basic Clock Repairing **WACH 903**

Tuesday, 1900-2200 hrs.
St. James Campus
84 hours
Fee: $110.00
Materials: $15.00

Course Content: Theory: Pendulums and balance wheels as frequency standards; alarm, striking and chiming mechanism. Shop: Replacing of mainsprings, staffs, suspension springs, fittings of bushings, hole closing, reaming and uprighting, pivoting, clock cleaning, setting up of escapements.

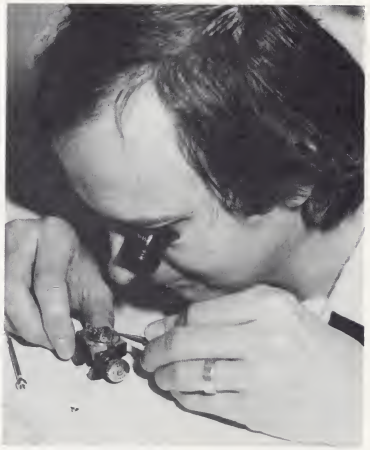
Start date:
September 16, 1980

Jewellery (Introduction) **JWL 160A**

Wednasday or Thursday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $75.00
Equipment Fee: $5.00

Prerequisite: Current employment in industry or hobbyist.
Course Content: Introduction to jewellery making, cutting, filing; hard soldering, finishing and polishing of precious metals. Students supply own materials.

Start date:
September 17 and 18, 1980



Jawallary (Refrasher — Introduction) **JWL 160D**

Wadnasday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Faa: $40.00
Equipment Fee: $5.00

Prerequisite: JWL 160A.
Course Content: Review of JWL 160A with additional bench time making, finishing, soldering, polishing jewellery.
Students supply own materials.

Start data:
March 18, 1981

Jawallary — Beginners (Cesting — Rafrasher) **JWL 160E**

Tuasday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $40.00
Equipment Faa: $5.00

Prerequisite: JWL 160B.
Course Content: Review of JWL 160B with additional casting room time and projects. Students to supply own materials.

Start date:
Merch 17, 1981.

Jewellery — Beginners **JWL 1608**

Tuesday, 1900-2200 hrs.
Case Loma Cempus
60 hours
Fee: $75.00
Equipment Faa: $5.00

Course Content: Introduction to casting techniques; precious metals; cuttlefish casting, and centrifugal casting. Students supply own materials.

Start dete:
September 16, 1980

Jewellery (Intermediete) **JWL 160C**

Wednesday, 1900-2200 hrs.
Cesa Loma Cempus
60 hours
Fee: $75.00
Equipment Fee: $5.00

Prerequisite: JWL 160A or current employment in jewellery manufacturing.
Course Content: Further instruction and bench work in making jewellery, finishing, polishing and basic repairs as indicated. Leads to JWL 260A. Students supply own materials.

Start dete:
September 17, 1980

Jawallery (Refresher — Intermadieta) **JWL 160F**

Wadnasday, 1900-2200 hrs.
Cesa Loma Cempus
30 hours
Fee: $40.00
Equipment Faa: $5.00

Prerequisite: JWL 160C.
Course Content: Review of JWL 160C with additional bench time on cutting, filing, soldering and basic jewellery techniques.
Students to supply own materials.

Start dete:
March 18, 1981

Gem Satting **JWL 162X**

Thursday, 1900-2200 hrs.
Casa Lome Campus
60 hours
Fee: $75.00
Equipment Faa: $5.00

Prerequisite: JWL 160A, B, and C.
Course Content: Follows JWL 160A to work in gem setting.
Students supply own materials.

Start dete:
Septamber 18, 1980

Gem Setting (Refresher) **JWL 162D**

Tuasday, 1900-2200 hrs.
Casa Lome Campus
30 hours
Faa: $40.00
Equipment Faa: $5.00

Prerequisite: JWL 162X.
Course Content: Additional bench work in setting gems and review of techniques.
Students supply own materials.

Start dete:
March 19, 1981

Engraving — Beginners **JWL 163X**

Monday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $75.00
Equipment Fee: $5.00

Course Content: Basic introduction to hand engraving techniques.
Students supply own materials.

Start dete:
September 15, 1980

Jawallery Making (Silversmithing) **JWL 164X**

Tuasday, 1900-2200 hrs.
Casa Lome Campus
60 hours
Faa: $75.00
Equipment Faa: $5.00

Prerequisite: Currently employed in the jewellery industry or hobbyist.
Course Content: Table ware — hollow ware. Items other than jewellery — raising and planishing.
Students supply own materials.

Start dete:
Septamber 16, 1980

Jawallery Meking (Refrasher) (Silvarsmithing) **JWL 164D**

Tuasday, 1900-2200 hrs.
Casa Lome Campus
30 hours
Faa: $40.00
Equipment Fee: $5.00

Prerequisite: JWL 164X.
Course Content: Review of techniques with additional projects in raising and planishing. Items other than jewellery.

Start date:
March 17, 1981

Jewellery Making (Enamelling) **ENA 170X**

Monday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Faa: $105.00
Equipment Faa: $5.00

Course Content: Enamelling; elementary theory and practice applying enamel to metal.
Students supply own material.
Note: 12 students per class. (Additional classes will be formed as numbers warrant).

Start dete:
September 15, 1980

Jewellery Making (Refresher) (Enamelling) **ENA 170D**

Monday, 1900-2200 hrs.
Cese Lome Campus
30 hours
Fee: $60.00
Equipment Fee: $5.00

Prerequisite: ENA 170X.
Course Content: Review of enamelling techniques; additional kiln use and projects.
Students supply own materials.
Note: 12 students per class. (Additional classes will be formed as numbers warrant).

Start dete:
March 16, 1981

Jewellery — Advenced **JWL 260A**

Tuesday, 1900-2200 hrs.
Case Loma Campus
60 hours
Fee: $75.00
Equipment Faa: $5.00

Prerequisite: JWL 160A and C.
Course Content: Advanced techniques in the manufacture of jewellery. Individual teaching to personal needs.
Students supply own materials.

Start dete:
Septamber 16, 1980

Jewellery — Advanced (Refrasher) **JWL 260C**

Tuesday, 1900-2200 hrs.
Casa Lome Campus
30 hours
Faa: $40.00
Equipment Fee: $5.00

Prerequisite: JWL 260A.
Course Content: Review of jewellery making techniques including additional bench time and projects.
Students supply own materials.

Start date:
March 17, 1981

Jewellery Making (Lepidary) **JWL 903**

Wednesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $75.00
Equipment Fee: $5.00

Course Content: Cutting gem material with diamond saw; grinding and lapping practice; sanding and polishing gem material; materials used for polishing and their uses; dropping procedure; orientation of gem stones, selecting rough materials; theory of facet cutting; comparative hardness of materials.
Students suuply own materials.

Start date:
September 17, 1980

Jewellery Making (Lepidary Refresher) **JWL 904**

Wednesday, 1900-2200 hrs.
Cese Lome Campus
30 hours
Fee: $40.00
Equipment Fee: $5.00

Prerequisite: JWL 903.
Course Content: Review of lapidary techniques. Introduction to facetting, cutting more valuable materials. Students supply own materials.

Start dete:
Merch 18, 1981

Jawallary Design **DES 169X**

Tuesday, 1900-2200 hrs.
Cesa Loma Campus
60 hours
Faa: $75.00

Course Content: Basic design; history of jewellery; sketching and drawing two and three dimensional designs.

Start date:
Septamber 16, 1980

Jewallery Dasign (Refrasher) **DES 169D**

Tuasday, 1900-2200 hrs.
Cesa Loma Cempus
30 hours
Fee: $40.00
Equipment Faa: $5.00

Prerequisite: DES 169X.
Course Content: Review of good design principles; sketching, drawing and further study of well designed jewellery.

Start date:
March 17, 1981

Gammology I **GEM 167X**

Monday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Faa: $75.00
Equipment Faa: $5.00

Prerequisite: Applicant may be either employed in the jewellery industry or be interested in jewellery as a hobby.
Course Content: Elementary gemmology; study of precious stones, cut, shapes; colour and basic physical properties of stones; introduction to using instruments.

Start data:
Septamber 15, 1980

Gemmology II (Intermediate) **GEM 267X**

Tuesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $75.00
Equipment Fee: $5.00

Prerequisite: GEM 167X.
Course Content: Study of precious stones, minerals and organic substances; physicial properties, chemical composition and testing methods.

Start dete:
September 16, 1980

Gemmology III (Advancad) **GEM 367X**

Thursday, 1900-2200 hrs.
Case Loma Campus
60 hours
Fee: $65.00
Equipment Fee: $5.00

Prerequisite: GEM 267X.
Course Content: Study of precious stones; advanced instrument theory.

Start date:
September 18, 1980

Ceramics

Basic Ceremics **CER 900**

Saturday, 0900-1200 hrs.
Casa Loma Campus
30 hours
Fee: $40.00
Materials: $18.00

Course Content: Introduction to construction, hand building and wheel techniques, painting and glazing process.

Start datas:
September 20, 1980
January 24, 1981
April 11, 1981

Ceramics 1 **CER 101X**

Monday and Wednesday
1900-2200 hrs.
Casa Lome Campus
60 hours
Fee: $75.00
Materials: $25.00

Course Content: Introduction, concentrating on hand building and wheel techniques, surface enrichment, brush painting and glazing techniques.

Start datas:
Septamber 15, 1980
April 6, 1981

Ceramics 2 **CER 151X**

Monday and Wednesday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $75.00
Meterials: $25.00

Course Content: Review of basic techniques in CER 101X, introducing more advanced and difficult techniques in manufacturing, shaping and decorating ceramics.

Start detes:
Jenuery 19, 1981

FASHION

Ceramics 3 **CER 201X**

Tuesdey end Thursdey
1900-2200 hrs.
Cese Lome Cempus
60 hours
Fee: $75.00
Meteriels: $25.00

Course Content: Advanced work in ceramic techniques — hand building forms, wheel techniques — emphasis on function and decorative qualities in ceramics.

Stert detes:
September 16, 1980
April 7, 1981

Ceramics 4 **CER 251X**

Tuesday end Thursday
1900-2200 hrs.
Cese Loma Cempus
60 hours
Fee: $75.00
Meteriels: $25.00

Prerequisite: CER 201X. Proof of study required for advanced class. This class will accommodate intermediate students (CER 101X and CER 151X).
Course Content: Advanced ceramic techniques, emphasis on individual teaching, subjects covered by class and individual projects. Functional ceramics, decorative forms, architectural forms — decorative and creative use of materials in clay and glaze.

Stert detes:
Jenuery 20, 1981

Ceramics (Beginners) **CER 902**

Mondey to Fridey
0900-1200 hrs.
end 1300-1600 hrs.
Cese Lome Cempus
90 hours
Fee: $110.00
Meteriels: $40.00

Intensive program in ceramics for beginners and intermediate students.
Course Content: Hand building, wheel technique, decorating and glazing techniques experienced through course projects.

Stert detes:
June 2 end 30, 1980

Restoretion of Ceramics **CER 905**

Thursdey, 1900-2200 hrs.
College Cempus
30 hours
Fee: $40.00
Meteriels: $35.00

Course Content: Introduction to materials and techniques, bonding materials, fillers, reduction and repainting, reconstruction of missing areas, reglazing, removing old restoraton. The course will involve practical work on student's own projects.
Students to supply their own ceramic objects for repair.

Stert detes:
September 18, 1980
Jenuery 22, 1981

Weaving

Instruction will be on an individual basis and will emphasize techniques, not project completion. Students may select 2 morning, 2 afternoons or 2 evenings as listed for each level below, but will be assessed as to starting level in the first class. Looms will be set up to suit the various levels of the group so that students will not necessarily work on the same loom each session.

Weaving I **WEAV 101X**

Mondey end Wednesdey or
Tuesdey end Thursdey
0900-1200 hours or
1300-1600 hours or
1900-2200 hours
College Cempus
60 hours
Fee: $75.00
Meteriels: $10.00

Course Content: The basics of four harness floor loom weaving. Students will be shown how to warp a loom and how to weave tabby, basket, rib and twill weaves. Drafting, yarn calculation, etc. will be included. Emphasis will be on colour and texture.

Stert detes:
September 15, 16, 1980
Jenuery 19, 20, 1981

Weaving II **WEAV 151X**

Mondey end Wednesdey or
Tuesdey end Thursdey
0900-1200 hours or
1300-1600 hours or
1900-2200 hours
College Cempus
60 hours
Fee: $75.00
Meteriels: $10.00

Course Content: Overshot patterns including colour combinations, design techniques and drafting. Exercises in various finger weaves including leno, Danish medallion, Spanish lace, and laid-in. Development of woven texture and the study of stripes and checks.

Stert detes:
September 15, 16, 1980
Jenuery 19, 20, 1981

Weaving III **WEAV 201X**

Mondey end Wednesdey or
Tuesdey end Thursdey
0900-1200 hours or
1300-1600 hours or
1900-2200 hours
College Cempus
60 hours
Fee: $75.00
Meteriels: $10.00

Course Content: The use of colour, reaction to light, space, the colour wheel.
Either: Introduction to summer and winter technique including drafting and some designing on the loom.
Or: Introduction to the rya knot and shaded weaving. Loom techniques for warp-faced and weft-faced weaves.

Stert detes:
September 15, 16, 1980
Jenuery 19, 20, 1981

FASHION

Weaving IV **WEAV 251X**

Monday and Wednesday or Tuesday and Wednesday 0900-1200 hours or 1300-1600 hours or 1900-2200 hours College Campus 60 hours Fee: $75.00 Materials: $10.00

Course Content: The use of double weaves including free double weave and pick-up. Further work on design, texture and colour for the advanced student.

Start dates: September 15, 16, 1980 January 19, 20, 1981

Hairdressing and Grooming

Ladies' Hairdressing **HAIR 900**

Monday and Wednesday 1930-2230 hrs. Kensington Campus 60 hours Fee: $115.00

Prequisite: Ontario Certificate of Qualification and currently employed.
Course Content: Review of basic techniques; advanced methods of scissor cutting, blow waving, ironing, back-combing and back-brushing techniques; handling long hair, hair pieces and current fashion trends.

Start dates: September 15, 1980 January 19, 1981

Hairdressing for Barbers **HAIR 901**

Tuesday and Thursday 1930-2230 hrs. Kensington Campus 60 hours Fee: $75.00 Materials: $35.00

Prerequisite: Ontario certificate of qualification in Barbering.
Course Content: Basic ladies hairdressing, dry and wet setting, combouts, finger waving, pincurls, skip wave, permanent waving and tinting.

Start dates: September 16, 1980 January 20, 1981

Barbering for Heirdressers **BARB 902**

Monday and Wednesday 1930-2230 hrs. Kensington Campus 60 hours Fee: $75.00 Materials: $5.00

Prerequisite: Ontario Certificate of qualification in hairdressing.
Course Content: Practical men's haircutting with the emphasis on short hair and tapers, shaving, strapping, honing, facials, hairpieces and blow drying.

Start dates: September 15, 1980 Jenuery 19, 1981

Menicuring **MANI 900**

Monday end Wednesday 1900-2200 hrs. Kensington Campus 30 hours Fee: $40.00 Materials: $30.00

Course Content: Physiology and care of fingernails; preparation and grooming including polish and remover.

Start dates: September 15, 1980 Jenuery 19, 1981

Crafts

Batik **CFT 800**

Tuesday, 1830-2130 hrs. Kensington Campus 30 hours Fee: $40.00 Materials: $15.00

Course Content: "Batik", the ancient art of drawing with liquid wax on fabric. The wax acts as a resist as the fabric is put through successive dye baths to build up layers of colour. The course begins with the practical aspects such as upholstery and dress materials and leads to the art of batik, design, colour concepts and framing of your own work.

Start dates: September 16, 1980 January 20, 1981

Make Your Own Gifts **CFT 802**

One evening per week Off campus 12 hours Fee: $20.00

Course Content: This course is designed to encourage students to personalize their gifts — creatively and inexpensively. Media used may include simple basketry, stitchery, crochet, knitting, card and off-loom weaving, depending on the needs of the participants to make such items as decorative boxes, small stuffed toys, wall hangings, etc.
Students to supply own materials.
Note: This course will be given in any apartment building where 12-16 interested residents want this course. For more information on how to get a group together and arrange for a teacher — phone 967-1212, extension 347/348.

Start date: To be errenged with the interested group.

Crochet **CFT 803**

Tuesdey, 1800-2200 hrs. College Campus 20 hours Fee: $30.00

Course Content: A course that will accommodate both the beginner and the advanced student. Beginners will "learn-by-doing" plus pattern reading. Advanced students will study open work, lace, texture and shawl stitches, motifs, tunisian, edges and trimming, broomstick and hairpin techniques. Special attention will be given to those that crochet left-handed.

Start dates: September 16, 1980 Jenuery 20, 1981

Knitting **CFT 804**

Thursdey, 1800-2200 hrs. College Campus 20 hours Fee: $30.00

Course Content: A course that will accommodate both the beginners and the advanced student. Beginners will learn "by-doing" using standard patterns. Advanced students will study aron, jacguard, layette and other fancy stitches.

Start dates: September 18, 1980 Jenuery 22, 1981

Pressed Flower Pictures **CFT 805**

Wednesdey, 1900-2200 hrs. College Campus 12 hours Fee: $25.00

Course Content: An introduction to a simple and satisfying craft. The decorative and functional uses of pressed flower arrangements including methods of pressing, background materials and composition. Students will complete at least one project and be given guidance in natural materials to be collected in the spring, summer and fall seasons.

Start date: April 15, 1981

China Peinting (Porcelein Art) **ART 811**

Tuesday, 1900-2200 hrs. College Campus 30 hours Fee: $40.00 Materials: $35.00

Course Content: Preliminary techniques of china painting including design, mixing paints, basic brush strokes, colour combinations, wipe-out techniques. This is your opportunity to create an heirloom by painting beautiful designed on your favourite china, vases, etc.

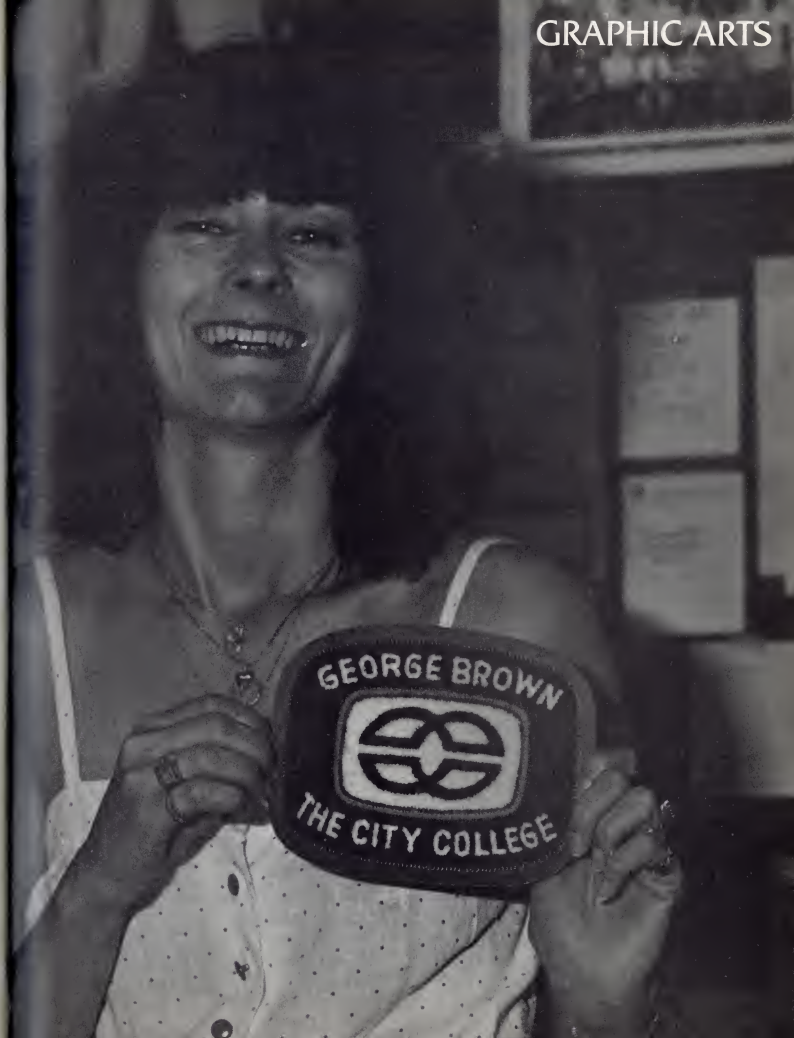
Start dates: September 16, 1980 Jenuery 20, 1981

Stuffed Toys **FT 810**

Tuesdey, 1900-2200 hrs. Kensington Campus 30 hours Fee: $40.00 Equipment Fee: $5.00

Prerequisite: Basic knowledge of hand or machine sewing.
Course Content: Layout of pattern, cut and sew to ensure parts fitting over stuffing, etc. Invisible finishing, faces, wigs, moveable arms, sources of material, potential markets.
Student must supply own materials.

Start date: September 16, 1980



GRAPHIC ARTS

Graphic Design and General Art

Still Life Drawing and Peinting **GD 100X**

Monday, 1800-2200 hrs.
St. James Cempus
50 hours
Fee: $65.00

Prerequisite: Interest in art.
Course Content: A workshop in the use of two independent media (drawing and painting) and their effects on each other. The course starts with drawing and ends with painting. The drawing part involves instruction with finding ideas and carries through the process of completed drawings. The painting section involves choosing a drawing to be painted and instruction in the use of paints, colour and the preparing of canvas on stretchers.

Start dates:
September 8, 1980
Jenuery 5, 1981

Life Drawing **GD 101X**

Tuesdey, 1830-2200 hrs.
St. James Cempus
50 hours
Fee: $65.00

Prerequisite: Interest in art.
Course Content: Drawing from the life model is used as a means to develop an understanding of form, shape and line as well as organization of the two-dimensional surface for beginners and advanced students.

Start dates:
September 9, 1980
Jenuery 6, 1981

Illustretion **GD 201X**

Tuesdey, 1830-2200 hrs.
St. James Cempus
50 hours
Fee: $65.00

Prerequisite: Basic Art Training.
Course Content: Concepts in books, magazines, T.V. graphics, murals, etc.: applied art and personal picture making. The course will be taught at two levels if the instructor feels this is necessary.

Start dates:
September 9, 1980
Jenuery 6, 1981

Merker Rendering **ART 900**

Mondey, 1830-2200 hrs.
St. James Cempus
50 hours
Fee: $65.00

Course Content: This is an extremely important skill to any professional artist working in the Advertising Arts field. The course is designed to strengthen the students ability to render comprehensive visuals for advertising layouts. Students will be instructed in the most efficient use of felt tip markers so their ideas can be convincingly expressed on paper with speed and crispness.

Start dates:
September 8, 1980
Jenuery 5, 1981

Airbrush Techniques **ART 901**

Tuesdey, 1830-2200 hrs.
St. James Cempus
50 hours
Fee: $65.00

Course Content: For both beginners and advanced students. Students will learn the fundamental working procedures as well as advanced airbrush techniques as used in todays illustrations. The student will also learn through many examples and demonstrations from the setting up of equipment and actual operation of the airbrush. The many specialized applications in rendering and retouching will be taught. Projects will include: Technical Illustration, Product Rendering, Advertising Illustration.

Start dates:
September 9, 1980
Jenuery 6, 1981

Photo Retouching **ART 902**

Wednesdey, 1830-2200 hrs.
St. James Cempus
50 hours
Fee: $65.00

Course Content: Any artist involved in advertising art should develop the important skills in photo retouching. In this course the student will work with photo dyes in both black and white and colour. Through demonstration and personal involvement students will learn airbrushing, highlighting, blending and other various retouching methods.

Start dates:
September 10, 1980
Jenuery 7, 1981

Celligrephy (Hend Lettering) **DES 800**

Tuesdey, 1830-2200 hrs.
St. James Cempus
50 hours
Fee: $65.00

Course Content: For both beginners and persons with basic lettering experience. A thorough exposure is given, beginning with history, current usage and family. Calligraphy is a powerful medium in the design of advertising and is attention arresting in the field of visual communication. The student will study the various uses of folders, brochures, posters, advertisements including special effects.

Start dates:
September 9, 1980
Jenuery 6, 1981

T.V. Grephics **GD 205X**

Wednesdey, 1830-2200 hrs.
St. James Cempus
50 hours
Fee: $65.00

Course Content: Designing in T.V. form, choosing lettering in relation to background composition. The use of 35mm slides, basic techniques in animation, such as 3D, cartoons, cells and cut-outs. Conventional and computer form from storyboards. Creative thinking and preparing actual artwork.

Start dates:
September 10, 1980
Jenuery 7, 1981

Advertising Dasign 8esic **GD 900**

Wednesdey, 1830-2200 hrs.
St. James Cempus
50 hours
Fee: $65.00
Meteriels: $20.00

Prerequisite: Interest in art.
Course Content: The course is designed to give the theories of commercial art/graphic design, along with some practical work in thumbnails, rough layouts, comprehensive layouts, mechanical drawings, paste-ups and colour separation by amberlith overlays.

Start dete:
September 10, 1980
Jenuery 7, 1981

Advertising Design Advenced **GD 902**

Tuesdey, 1830-2200 hrs.
St. James Cempus
50 hours
Fee: $65.00
Materiels: $20.00

Prerequisite: Advertising Design GD 900 or equivalent qualifications or experience in a related field.
Course Content: This course will cover past history and present trends of commercial art/graphic design.
The students will design and prepare camera ready art for a number of projects at an advanced level, including print media advertisements, logo designs and their application to stationery, package design, promotional design, typographical design and basic photography.
For the preparation of camera ready art work the student will operate a stat camera and IBM composer.

Start dates:
September 9, 1980
Jenuery 6, 1981

GRAPHIC ARTS

Watercolour Peinting **ART 807**

Wednesdey, 1830-2200 hrs.
St. James Cempus
50 hours
Fee: $65.00

Course Content: For the beginner and persons with some painting experience. Introduction to the watercolor media with emphasis on material selection and preparation. Students will be required to produce several sketches and demonstrate ability to work from a sketch to finished art. Later, students will produce a finished landscape, a thematic painting and a subject of their choice.

Start dates:
September 10, 1980
Jenuery 7, 1981

Cartooning **ART 808**

Wednesdey, 1830-2200 hrs.
St. James Cempus
50 hours
Fee: $65.00

Course Content: For your own pleasure or to add to your income. This course is for the beginner as well as persons with some experience. Cartooning is effectively used in business in all forms of advertising, sales promotion and in the entertainment field. Various cartooning techniques will be taught including creation of characters, conventional signs of cartooning and how to draw caricatures.

Start dates:
September 10, 1980
Jenuery 7, 1981

Besic Drawing **ART 809**

Wednesdey, 1830-2200 hrs.
St. James Cempus
50 hours
Fee: $65.00

Course Content: The ideal program for the individual who has always had a desire to learn to draw. It is an enjoyable program that will aid in developing persons with minimal drawing ability. You will use pencil, charcoal, conte crayon, white chalk, brush and ink. Subjects consist of: landscape, animal and human forms.

Start dates:
September 10, 1980
Jenuery 7, 1981

Peinting **ART 810**

Monday, 1830-2200 hrs.
St. James Cempus
50 hours
Fee: $65.00

Course Content: For beginners and persons with some painting experience. Students will learn the techniques of working with oils and acrylics on canvas and other materials. Students will study composition, colour, textures and painting styles.

Start dates:
September 8, 1980
Jenuery 5, 1981

Woodcerving (Besic) **ART 804**

Monday, 1900-2200 hrs.
Cesa Loma Cempus
40 hours
Fee: $50.00

Course Content: Properties of wood, nature of woodcarving; principles of design as applied to the materials; selection of tools.
Demonstration of Techniques: Carving in round; relief, incised, pierced, decorative chip and gouge carving; construction arrangement of carved forms for decorative purposes; applied carving for functional objects; finishing techniques; inlay of metal in wood for jewellery and other objects.
Students must supply all materials for class.

Start date:
September 29, 1980

Woodcerving (Advenced) **ART 805**

Monday, 1900-2200 hrs.
Cesa Lome Cempus
50 hours
Fee: $40.00

Course Content: Properties of wood, nature of woodcarving; principles of design as applied to the materials; selection of tools.
Demonstration of Techniques: Carving in round; relief, incised, pierced, decorative chip and gouge carving; construction arrangement of carved forms for decorative purposes; applied carving for functional objects; finishing techniques; inlay of metal in wood for jewellery and other objects.
Students must supply all materials for class.

Start date:
Jenuery 5, 1981

Soepstone Carving (Besic) **ART 806**

Wednesday, 1900-2200 hrs.
Case Lome Cempus
40 hours
Fee: $50.00

Course Content: Emphasis in this course will be on design and creative originality in the execution of two and three dimensional works in soft tone (soapstone and alabaster). Special consideration will be given to the type of stone carving tools available and basic finishing techniques. Soapstone and alabaster are available for purchase by the student.

Start dete:
September 24, 1980

Soapstone Carving (Advenced) **ART 812**

Wednesdey, 1900-2200 hrs.
Cesa Loma Cempus
30 hours
Fee: $40.00

Course Content: Emphasis in this course will be on design and creative originality in the execution of two and three dimensional works in soft tone (soapstone and alabaster). Special consideration will be given to the type of stone carving tools available and basic finishing techniques. Soapstone and alabaster are available for purchase by the student.

Start dete:
Jenuery 7, 1981

Interior Design and Decoretion **DES 801**

Tuesdey, 1830-2200 hrs.
St. James Cempus
30 hours
Fee: $65.00

Course Content: A practical course for persons interested in interior design and decoration of their homes and apartments. Topics covered are: floor plans, colour schemes, furniture layout in rooms and leisure areas, lighting, kitchen design and fabrics. Selection of: furniture, drapes, carpets and other accessories for all rooms. There will be field trips plus basic exercises and projects. Exterior design will be covered for patios, sun porches and decks etc.

Start dete:
September 9, 1980
Jenuery 6, 1981

Screen Printing

Screen Printing Silk-Screen (Besic) **SP 901**

Wednesdey, 1830-2200 hrs.
St. James Cempus
50 hours
Fee: $65.00
Meteriels: $25.00

Course Content: This course is designed as an introduction, to enable the student to complete a number of projects, such as greeting cards, T-shirts, place mats or posters. Stencil cutting, colour mixing, screen making and hand-printing.
Note: Students must provide printing surfaces other than paper. Instructor reserves the right to limit material usage.

Start dates:
September 10, 1980
Jenuery 7, 1980

Screen Printing Silk-Screen (Advenced) **SP 903**

Monday, 1830-2200 hrs.
St. James Cempus
50 hours
Fee: $65.00
Meteriels: $25.00

Prerequisite: Successful completion of SP 901 (Basic) or equivalent industrial experience.
Course Content: Operation of process camera, line and half-tone film-making, film imposition, preparation of indirect and direct photo stencils.
A course designed to enable the student to complete a limited number of advanced projects, such as: fine art prints, wood or plastic decoration, posters or T-shirts.
Note: Students must provide printing surfaces other than paper. Instructor reserves the right to limit material usage.

Start dates:
September 8, 1980
Jenuery 5, 1981

Signwriting and Show Card Writing

Signwriting **SIGN 900**

Tuesday, 1830-2200 hrs.
St. James Campus
50 Hours
Fee: $65.00
Materials: $25.00

Course Content: Fundamentals of general signwriting, masonite, plywood, metal and glass and introduction to Screen Printing.
Brush lettering, type faces, colour and layout theory and practice, materials, basic screen printing.

Start data:
Septembar 9, 1980
January 6, 1981

Show Card Writing **SIGN 901**

Tuesday, 1830-2200 hrs.
St. James Campus
50 hours
Fee: $65.00
Materials: $25.00

Course Content: This course is designed as an introduction to show card writing, pen lettering and the production of banners, and posters, etc. Students who have previous experience will be encouraged to do advanced work.
Pen and brush lettering, type faces, colour and layout theory and practice, material.

Start data:
Septembar 9, 1980
January 6, 1981

Visual Communications and Photography

Basic Audio-Production Techniques **AV 923**

Monday and Wednesday
1800-2100 hrs.
St. James Campus
60 hours
Fee: $105.00

Course Content: Students will obtain a good understanding of recording techniques, acoustics, microphones and the preparation of slide-sound programs.
Extensive practical work is undertaken through the course.

Start dates:
Septembar 29, 1980
April 6, 1981

Basic Cinematography **AV 922**

Tuesday and Thursday,
1800-2100 hrs.
St. James Campus
60 hours
Fee: $105.00

Course Content: The student is introduced to 16mm motion picture production techniques involving basic scripting, production planning, shooting and camera positions, lighting, sound recording and mixing, editing and graphics.
Course offers a practical approach to film projects and assignments. A basic photographic or super 8 knowledge will aid the student in understanding this format.
Enrollment is limited.

Start dates:
September 30, 1980
March 31, 1981

Cinematography **AV 925**

Tuesday and Thursday,
1800-2100 hrs.
St. James Campus
60 hours
Fee: $155.00

Prerequisite: Basic Cinematography AV 922.
Course Content: Cinematography AV 925 is an intensive course, designed to further the experience of students who have already taken some previous course, such as Basic Cinematography AV 922. The student taking AV 925 will consider in greater depth the many practical aspects of motion picture technology which are involved in producing a film. Several short films will be made during the course.

Start data:
April 6, 1981

Audio Production Techniques **AV 928**

Mondey and Wednesday,
1800-2030 hrs.
St. James Campus
90 hours
Fee: $230.00

Prerequisite: Basic Audio Techniques AV 923 or similar course and/or experience.
Course Content: This course is designed to extend the working knowledge of those who have already completed AV 923, or have gained suitable industrial experience.
The course will be run as a workshop, with student's performance assessed upon practical assignments. Work undertaken during the course will concentrate on three major areas: sound recording and mixing; film sound recording; slide-sound productions.

Start data:
January 5, 1981

Introduction to Photography Dasign **AV 904**

Tuesday or Wednesday
1830-2130 hrs.
Casa Loma Campus
30 hours
Fee: $50.00
Materials: $20.00

The course offers a practical approach to the subject, and involves the student in camera work, developing, printing, dry-mounting and other techniques.
Illustrated talks cover — cameras lenses, f stops and shutters, basic lighting techniques, filters and darkroom layout, etc.
Owing to student demand, this course is run several times each year, but early registration is recommended.

Start datas:
Septembar 30, 1980
October 1, 1980
January 6, 1981
January 7, 1981
March 31, 1981
April 1, 1981

Basic Photo-Tachnology **AV 920**

Monday & Thursday
1800-2100 hrs.
Casa Loma Campus
60 hours
Fee: $105.00

Course Content: The course introduces students to numerous techniques that are used by the advanced worker, such as the use of camera movements for sharpness and perspective control; b/w prints from colour slides or negatives; use of formulas in copying.
Twelve illustrated talks provide an in-depth coverage of the subject.

Start datas:
Octobar 6, 1980
April 6, 1981

Printing Technology

Printing Technology covers all aspects of pre-press preparatory work, press operation and post-press binding and finishing. George Brown College has the best equipped facilities in Ontario and offers training in the latest techniques by hands-on participatory courses.

Successful completion of three courses at successive levels in the same subject will merit a special subject certificate (e.g. completion of GR 105X, GR 205X, and GR 305X for a Certificate in Process Camera, or GR 115X, GR 116X and GR 216X for a Certificate in Single Colour Offset Press). Credits may be accumulated towards a diploma for the related technician program where appropriate.

Introduction to Typography **GR 100A**

Monday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $45.00
Materials: $15.00

Intended for persons employed in copy preparation, design studios, information offices, editorial work and in fields requiring a knowledge of type and its function. It is intended to help the student develop an awareness of type and typographic design.
Course Content: The history of the alphabet, measurement, classification and recognition, enabling the student to make informed decisions involving the use of type. Practical assignments will involve copyfitting and mark-up, the use of text and display type and the handling of illustrations and colour in design.

Start data:
Septembar 8, 1980

Introduction to Typography (Production) **GR 100B**

Monday, 1800-2100 hrs.
St. James Campus
30 hours
Fee: $45.00
Materials: $15.00

Prerequisite: Successful completion of GR 100A or permission of the instructor. Logically follows course GR 100A, but interested students may enroll without attending GR 100A, providing that they recognize that their comprehension of GR 100B may be limited without the information contained in GR 100A. The course is intended for persons employed in copy preparation, design studios, information offices, editorial work and in fields where a knowledge of the production of printed material would be desirable.
Course Content: The student will acquire information to help make decisions regarding typesetting, printing and paper, and to assist in the choice of systems, processes and methods. Instructors in the different production areas will demonstrate photocomposition, copy preparation, process camera, layout and platemaking, letterpress, flexography, rotogravure and offset lithographic machine printing, and finishing and binding operations.
The day may vary from week to week according to the availability of individual instructors. A mark is not issued for this course; however, college records will be kept on a student's completion or non-completion of the course based on an attendance of not less than 60% of the allotted class time.

Start data:
Novembar 24, 1980

Introduction to Typography **GR 100X**

Saturday, 0800-1200 hrs.
St. James Campus
60 hours
Fee: $75.00
Materials: $25.00

Prerequsite: Preference will be given to persons employed in Graphic Arts industries.
Course Content: Definition of typography, origins of letterforms, anatomy of type, setting type, type measurement and spacing, type families. Basic design principles, shape and space, copyfitting and mark-up. Colour as related to printing, the translation of basic layouts into printed material.

Start date:
Januery 3, 1981

Phototypesatting Keyboerd Operation and Concepts **GR 202X**

Tuesday and Wednesday, 1800-2200 hrs.
60 hours
St. James Campus
Fee: $75.00
Materials: $45.00

Prerequisites: Typing to a level of 25 wpm minimum (to obtain employment 50 wpm is required); knowledge of basic typesetting concepts or permission of the instructor.
Course Content: This course is an individual learning program in which students may progress at their own speeds. The course covers most machine instructions and ranges in difficulty from straight text setting to complex tabular. Some storing and formatting is given.

Start detes:
September 2, 1980
October 22, 1980
Januery 6, 1981

Paper and Film Assembly (Pasta-up) **GR 302X**

Tuesday and Wednesday, 1800-2200 hrs.
60 hours
St. James Campus
Fee: $75.00
Materials: $45.00

Prerequsite: One year of typesetting experience, or permission of the instructor.
Course Content: The laying out of boards and Mylar for the assembly of typeset material, both paper and film positives. The course covers a wide variety of projects ranging from simple one colour postcards, using various methods to produce ruled lines, to advanced camera ready artwork, using Amberlith overlays for multi-colour work.
The student will produce paper and film positives for the assignments using various darkroom techniques — negative stats being produced on a process camera. He/she will be taught the use of the Strip Printer and Compugraphic 7200 Headliner machines (Phototypesetters).

Start detes:
September 2, 1980
October 22, 1980
Januery 6, 1981
February 25, 1981

Phototypesatting Mark-Up (Generel) **GR 322A**

Thursdey, 1800-2100 hrs.
St. James Campus
45 hours
Fee: $60.00
Materials: $30.00

Prerequisite: Employment in typesetting related field or permission of the instructor.
Course Content: Mark-up techniques used in the field of commercial typesetting. The content will include identification of the most common typefaces used and the methods of determining choice of typeface and size within the kinds of work concerned. Tours of typesetting plants may be arranged. A series of progressive mark-up assignments will be required of the student.

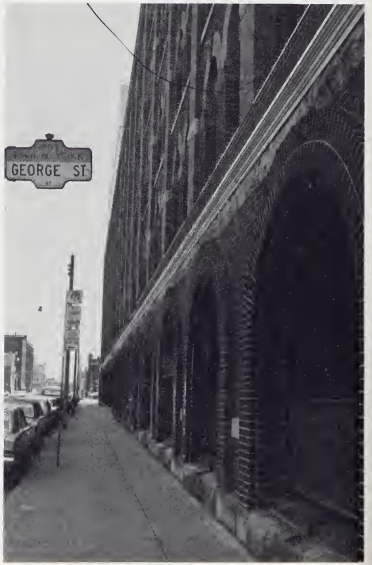
Start Date:
September 4, 1980

Phototypesetting Mark-Up (Advancad Kayboard) **GR 322B**

Tuesday and Wednesday, 1800-2100 hrs.
St. James Campus
45 hours
Fee: $60.00
Materials: $30.00

Prerequisite: Completion of GR 202X, or one year's experience operating a keyboard input to a phototypesetting device. Admission may be also granted at the instructor's discretion.
Course Content: Typeface identification, factors underlying typeface choice, appropriate size selection, analysis of samples of typeset material, typographic style considerations. The student will plan and mark-up a series of progressively more complex pieces of raw copy and typeset the same using the College's phototypesetter.

Start date:
Februery 25, 1981



Photomechanical Reproduction **GR 105X**

Wednesday and Thursday 1800-2200 hrs.
St. James Campus
60 hours
Fee: $75.00
Materials: $45.00

Prerequisite: Preference will be given to candidates employed in the graphic arts industry.
Course Content: A basic course for black and white camera covering the operation of process cameras, calibration of process cameras and darkroom equipment for line, fine-line and half-tone negatives; application of coloured filters and the use of panchromatic film, making photographic contacts and duplicates; theory of photographic lenses, light sources, film emulsions and processing solutions.

Start datas:
Saptember 10, 1980
Novambar 12, 1980
Januery 21, 1981
March 25, 1981

Photomachanical Reproduction **GR 205X**

Mondey end Tuesday, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $75.00
Materials: $45.00

Prerequisite: Completion of GR 105X or equivalent industrial experience.
Course Content: Advanced course in half-tone photography and machine processing. Includes operation, maintenance and control of film processors, use of reflection and transmission densitometers; calibration of various types of contact screens to camera and processing conditions; making duo-tones and other techniques; introduction to colour separation procedures.

Stert detes:
September 8, 1980
Januery 19, 1981

Photomechenicel Reproduction **GR 305X**

Mondey and Tuesdey, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $75.00
Materials: $45.00

Prerequisite: Completion of GR 205X or equivalent experience.
Course Content: Designed for students with line and half-tone experience. Covers direct and indirect colour separation procedures by various methods; colour correction by photographic masking; basic colour theory; making screened positives and contrast control using CC filters. Also includes the operation and control of film processors, densitometers, enlargers and related equipment.

Stert detes:
November 10, 1980
Merch 23, 1981

Photomechanical Reproduction — Scenner **GR 308X**

Saturday, 0900-1600 hrs.
St. James Campus
60 hours
Fee: $75.00
Materials: $45.00

Prerequisites: Completion of GR 305X or equivalent trade knowledge.
Course Content: Principles of scanning, E & D curve and other sensitometric applications; gradation and colour computer, screening, proofing, future trends.

Stert dates:
October 18, 1980
Februery 7, 1981

Film Imposition/Printing Surface Preparation **GR 110X**

Mondey and Tuesdey 1800-2200 hrs.
St. James Campus
60 hours
Fee: $75.00
Materials: $45.00

Prerequisite: Preference will be given to candidates employed in the graphic arts industry.
Course Content: A basic course for black and white and line colour stripping. The course introduces job planning and layout of flats containing line and half-tone negatives. Imposition is included with the preparation of folded dummies and layout sheets for various types of bookwork. Darkroom techniques for making photographic contact film and the exposing and development of presensitized offset plates are an important part of this course.

Stert detes:
September 8, 1980
Novamber 10, 1980
Januery 19, 1981
Merch 23, 1981

Film Imposition/Printing Surface Preparetion **GR 210X**

Wednesday and Thursday 1800-2200 hrs.
St. James Campus
60 hours
Fee: $75.00
Materials: $45.00

Prerequisite: Completion of GR 110 X or equivalent experience.
Course Content: Advanced techniques in black and white, line colour and four colour process stripping; contact work and making spreads and chokes, step and repeat methods and an introduction to the programming and operation of a photocomposing machine. An introduction to various types of prepress colour proofing is shown.

Stert detes:
September 10, 1980
Januery 21, 1981

Film Imposition/Printing Surface Preparetion **GR 310X**

Wednesday and Thursday 1800-2200 hrs.
60 hours
St. James Campus
Fee: $75.00
Meteriels: $45.00

Prerequisite: Completion of GR 210 X or equivalent experience.
Course Content: The emphasis at this level is on four colour process stripping procedures including the preparation of flats containing chokes and spreads, fake colour and colour separation. Colour charts are prepared by the student incorporating the various screen angles and tints. Further experience will be gained in manual step and repeat methods and machine photo composing.

Stert detes:
November 12, 1980
March 25, 1981

Machine Printing Flexography **GR 214X**

Mondey, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $75.00
Materials: $45.00

Prerequisites: Preference will be given to candidates with pressroom experience.
Course Content: A basic course in the fundamentals of flexographic printing covering: safety, housekeeping, lubrication, roll feed and web tension, the printing units, services on press of air, water, gas and electrical controls, oven drying, roll rewind, circulating pump for inking system, inks and their compatible solvents, ink viscosity measurements, rubber plates, Anilox rolls, flexographic ink metering system, position and register, substrates, running problems and corrections.

Start date:
Septembar 8, 1980

Machine Printing Rotogravure **GR 215X**

Monday, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $75.00
Materials: $45.00

Prerequisite: Preference will be given to candidates with pressroom experience.
Course Content: A basic course in the fundamentals of rotogravure printing covering: safety, housekeeping, lubrication, roll feed and web tension, the printing units, services on press of air, water, gas and electrical controls, oven drying, roll rewind, circulating pump for inking system, rotogravure inks and their compatible solvents, ink viscosity measurements, doctor blade finishing, position register, substrates, running problems and corrections.

Stert date:
Januery 12, 1981

Machine Printing — Offset **GR 115X**

Tuesday, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $75.00
Meteriels: $45.00

Course Content: A basic course in the fundamentals of offset lithography (using 10"x15" presses) covering feeding, register, dampening systems, ink control and running of one colour and two colour projects. This course leads to GR 115A.

Stert dates:
September 9, 1980
Januery 13, 1981

GRAPHIC ARTS

Machina Printing — Offset **GR 115A**

Wadnesday, 1800-2200 hrs.
St. Jamas Campus
60 hours
Faa: $75.00
Matarials: $45.00

Prerequisite: Successful completion of GR 115X or permission of instructor.
Course Content: An advanced course in offset lithography (using multilith presses) covering feeding, dampening systems, colour control, and introduces the operations of the T51 two colour unt for mult-colour projects. This course leads to GR116X.

Start datas:
Saptambar 10, 1980
January 14, 1981

Machina Printing — Offset **GR 116X**

Tuesday, 1800-2200 hrs.
St. Jamas Campus
60 hours
Faa: $75.00
Matarials: $45.00

Prerequisite: Successful completion of GR 115A or permission of instructor.
Course Content: Offset lithography on single colour, Heidelberg , Harris, Solna and Miehle presses. Good housekeeping and safety, lubrication, measuring instruments and devices for pressmen. Cylinder arrangements, dampening systems both alcohol and conventional, inking and register systems. Plates, paper and ink as related to the pressman. The operation of a single colour press running one and two colour projects. This course leads to GR 216X or GR 221X

Start datas:
Saptambar 9, 1980
January 13, 1981

Machina Printing — Offset **GR 216X**

Thursday, 1800-2200 hrs.
St. Jamas Campus
60 hours
Fae: $75.00
Matarials: $45.00

Prerequisite: Successful completion of GR 116X or permission of instructor.
Course Content: An intermediate course in offset lithography on single colour Heidelberg, Harris, Miehle and Solna presses. This course will include one colour and multi-colour projects. Also, introduction of colour control using the densitometer. This course leads to GR 217X.

Start datas:
Saptamber 11, 1980
January 15, 1981

Machine Printing — Offset **GR 217X**

Tuasday, 1800-2200 hrs.
St. Jamas Campus
60 hours
Faa: $75.00
Matarials: $45.00

Prerequisite: Successful completion of GR 216X or permission of instructor.
Course Content: An advanced course in offset lithography on two-colour 29" Harris and 38" Miehle presses covering: fundamentals of two-colour offset lithography, feeding, register systems, inking systems, dampening systems, and cylinder arrangements. Also press familiarization, theory and practical application of two-colour offset printing, and a four-colour process project.

Start datas:
Saptambar 9, 1980
January 13, 1981

Machina Printing Wab Offset **GR 221X**

Monday or Wednasday
1800-2200 hrs.
St. Jamas Campus
60 hours
Fee: $125.00
Materials: $75.00

Prerequisite: Successful completion of GR 116X and permission of instructor.
Course Content: A basic course in the fundamentals of web offset printing. This course will cover the orientation and operation of the Solna Commercial III web offset press (36" x 22-3/4" cutoff) which will include the following: plate bending, plate packing, pre-makeready, web-up procedure, damp-up and ink-up procedure, safety and good housekkeping, roll stand tension control, shafting and installing new rolls, folder familiarization, makeready press for one colour two-sided job and tabloid folded segment, and so forth.

Start datas:
Saptambar 8, 1980
Saptambar 10, 1980
January 12, 1981
January 14, 1981

Machina Printing Wab Offset **GR 321X**

Tuasday, 1800-2200 hrs.
St. Jamas Campus
60 hours
Faa: $125.00
Matarials: $75.00

Prerequisite: Successful completion of GR 221X and permission of instructor.
Course Content: An intermediate course in web offset printing using the Solna Commercial III web offset press (36" x 22-3/4" cutoff). This course will cover a review of GR 221X and will include the makeready and running of more complex projects such as follows: makeready the press and run one colour two-sided 1/4 fold job, changeover to two web operation tabloid fold (blank stock), makeready and run double parallel job and one colour on two sides (one web), and makeready and run double parallel job two colours on two sides (one web).

Start dates:
Saptambar 9, 1980
January 13, 1981

Binding and Finishing **GR 125A-8**
GR 225A-8
GR 325A-8

St. Jamas Campus
60 hours
Faa: $75.00
Man — Monday or Tuasday or Thursday as raquirad
1800-2200 hrs.
Woman — Wadnasday,
1800-2200 hrs.

Prerequisite: Elementary mathematics.
Course Content: Use of a selection of the following equipment with the aim of giving the student a thorough understanding of it.
Programmable Guillotines (Polar 45-1/2" and Seybold 42")
Baum Folder — Pile Feed (17-1/2" x 22-1/2" and 20" x 26")
Baum Folder — Continuous Feed (26" x 40")
Stahl Folder — Buckle/Knife — Pile Feed (20-1/2" x 31-1/2")
Mueller Stitcher/Trimmer
Christensen Gang Stitcher
Bostitch 19E Stitcher
Brehmer Stitcher
Mueller Gathering Machine — Type 201
Mueller Pony 5 Roto-Binder
Smyth No. 12 Book Sewers
Singer Sewer — Side Sewing
Smyth Book Rounding & Backing Machine
Smyth No. 24 Casing-In Machine
Kabar Di-Electric Heat Sealing Machine
Foil Stamping Machine
Nygren-Dahly Rotary Perforator
Challenge Paper Drills
Cohasset Tipper
Cerlox — Table Top Combo
Book Back Stripper — Table Top
Schaefer Gluer — Table Top
Casemaking Gauge
Hickock Standing Press
Hand Sewing Frames
Because each major machine requires nearly 60 hours of instruction, the course certificates are subdivided into the following categories. Minor skills and machines are taught as supplements in each category.
GR 125A GR 225A GR 325A
GR 125B GR 225B GR 325B
Courses start on September 3 (women) and September 3 (men), 1980. Also January 14 (women) and January 15 (men), 1981.

Note:
All inquiries and coursa ragistrations for Bindary ara to ba handled by tha Bindary Dapartmant. Phona 967-1212 Ext. 737/522.

HEALTH SCIENCES

HEALTH SCIENCES

Complete Dantura Prosthesis — DENT 900

Thursday, 1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $75.00
Materials: $20.00

This course is an introduction to the fundamentals of laboratory techniques involving complete dentures. Students will complete custom impression trays, occlusal rims, set-up of teeth, waxing and finishing procedures. The techniques to repair broken teeth and denture bases as well as relining and rebasing will also be covered. The theory of these techniques will be given followed by a written examination at the end of the course.

Start date:
October 2, 1980

Partial Denture Construction — DENT 901

Tuesday, 1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $75.00
Materials: $30.00

Prerequisite: DENT 900 or equivalent.
The cast partial denture extension program is an introductory course. The student will be instructed in the basic techniques involved in the surveying and designing, waxing, casting and finishing of upper and lower denture framework.
A written examination will be given at the end of the course.

Start date:
September 30, 1980

Orthodontics — DENT 902

Tuesday, 1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $75.00
Materials: $20.00

The orthodontic course introduces the basics of this complex field. Students will learn how to fabricate orthodontic study models, retainers, space maintainers, simple removable and fixed orthodontic appliances. The technique and art of manipulating and soldering various gauges of wire as well as applying orthodontic acrylic is stressed.
A written examination will be given at the end of the course.

Start date:
September 30, 1980

Crown and Bridge Work — DENT 903

Tuesday, 1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $75.00
Materials: $35.00

This course will introduce the generalist dental technician to the intricacies of fabricating inlays, crowns and bridges. The following topics are covered: review of dental materials used in fixed prosthodontics; review of dental anatomy, fabrication of models and dyes; introduction to the physiology of occlusion, types of inlays, crowns and bridges, pontic design, wax-up, sprueing, investing, casting, trimming, fitting, soldering, polishing. Acrylic resin materials used in fixed prosthodontics will be discussed.

Start date:
September 30, 1980

Dental Ceramics — DENT 904

Thursday, 1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $75.00
Materials: $20.00

Prerequisite: DENT 903 or equivalent.
This course will introduce the crown and bridge technician to the art and science of dental ceramic restorations. The following topics will be covered: review of dental materials used in fixed prosthodontics; review of dental anatomy; fabrication of models and dyes; introduction to the physiology of occlusion, platinum foil matrix construction, build-up, firing, glazing and staining of high-fusing and aluminous porcelain fused to metal restorations: design of metallic substructures, wax-up, sprueing, investing, casting, trimming, fitting, degassing, theory of metal-ceramic bond, opaquing, build-up, firing, glazing and staining, principles of light and colour. The nature of ceramic gold alloys and non-precious alloys will be discussed.

Start date:
October 2, 1980

Applied Science (Dental Materials) — DENT 905

Thursday, 1830-2130 hrs.
Casa Loma Campus
Fee: $75.00
Materials: $20.00

This course is designed especially for the new worker in the Dental Technology field. Material is presented in both theory and demonstration of the properties and behaviour of the various materials encountered in the dental laboratory. In a laboratory setting students will have an opportunity to become familiar with the materials in regard to handling, manipulation and limitations. Materials covered include those of impressions, gypsum products, resins, dental waxes, porcelain and a variety of metals.
This course is a prerequisite for DENT 900, DENT 903.

Start date:
October 4, 1980

Roundhouse — DENT 906

Tuesday and Thursday, 1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $75.00
Materials: $20.00

This course is designed specifically for those interested in attempting the Provincial Registration Examinations. Instruction will be provided and projects assigned in the areas of complete and partial denture construction, crown and bridge work and wrought clasp fabrication. Some lectures will be given about the various materials used and their behaviour during mixing, manipulation and setting. Candidates will be asked to provide proof of acceptability for this particular study session.

Start date:
March 10, 1981

X-Ray Techniques — DENT 907

Tuesday and Thursday, 1830-2130 hrs.
Casa Loma Campus
30 hours
Fee: $65.00
Materiel: $25.00

This course consists of a series of lectures on the physics and application of radiography in dentistry. Students will then have an opportunity to apply these principles through seminar demonstrations and clinical experience. Two basic techniques, bisecting angle and parallel cone, will be explained.

Start dates:
September 16, 1980
November 4, 1980
January 6, 1981

Dental Assistent Upgrading — DENT 910

Tuesday and Thursday, 1830-2130 hrs.
Casa Loma Campus
Year I: 192 hours
Year II: 186 hours
Fees: $235.00
Materials: $60.00

Prerequisite: Prior to certification, students must complete the following courses or equivalent: English, Psychology, General Science, Typing 40 wpm). This course is designed for the upgrading of uncertified dental assistants to certification in dental assisting. The program is offered in nine modules extending over a two-year period. Students may undertake only some of the modules offered in any one year with the objective of completing the program in five calendar years. The modules will be repeated every two years and are offered as follows:

Modules 1-4 Year I

Office Administration	30 hours
Dental Materials and Laboratory	90 hours
Radiology Lectures and Clinic	30 hours
Dental Assisting Procedures	75 hours

Modules 5-10 Year II

Ethics and Jurisprudence	6 hours
Dental Anatomy	60 hours
Microbiology	21 hours
Preventive Dentistry/ Oral Pathology	42 hours
Pharmacology and Emergency Care	36 hours
Nutrition	21 hours

Start date:
September 16, 1980

Nursing

Patient with End Stage Renel Disease (Care) NURS 900

Thursdey, 1800-2100 hrs.
Nightingele Cempus
54 hours
Fee: $70.00
Leboretory Fee: $6.00

The aim of this course is to assist nurses to broaden their knowledge as it relates to the care of the patient with end stage renal disease. This is achieved by an indepth study of the anatomy and physiology of the renal system and its relationship to other systems, the pathophysiology of renal diseases, the common tests and investigations involved, the current therapeutic modalities, common diets, drugs used. Selection criteria used for determining the method of treatment for an individual is considered together with the medical-moral dilemmas encountered by the health team. Health teaching is stressed as a vital component of the care. Using the nursing process, the foregoing serves as a basis for analyzing nursing situations.

Start detes:
September 18, 1980
Merch 5, 1981

Cerdiopulmonery Resuscitetion NURS 901

Wednesdey, 1730-2130 hrs.
Nightingele Cempus
12 hours
Fee: $30.00
Leboretory Fee: $5.00

Basic life support CPR is a first aid procedure performed by trained lay people without direct medical supervision. It is a component of Emergency Cardiac Care (ECC). The objectives of the course are to know the concepts of basic life support measures in emergency cardiac care and to accurately perform the psychomotor skills of cardiopulmonary resuscitation of the adult and infant in pulmonary distress. The course follows the guidelines set by the Ontario Heart Foundation. A certificate is issued by the Foundation upon successful completion of the course. The course will be offered every month except December.

Start dete:
September 1980
Offered monthly

Respiretory Physiology NURS 902

Tuesday, 1800-2030 hrs.
Nightingele Cempus
10 hours
Fee: $25.00

Prerequisite: Registered nurse, allied health professionals
Course Content: Respiratory processes are studied in depth, concluding with discussions of common abnormalities resulting from respiratory insufficiency, or respiratory control.

Start dete:
Janiery 20, 1981

Renel Physiology NURS 903

Tuesday, 1800-2030 hrs.
Nightingele Cempus
20 hours
Fee: $35.00

Prerequisite: Basic course in anatomy and physiology.
Course Content: To obtain an in-depth understanding of the functioning of the kidneys. Starting with a review of basic anatomy and physiology of the renal system, the main portion of the classes will examine processes involved in depth. Current findings and thinking will be incorporated into the presentations. As well, there will be sessions on the application of normal physiology to pathology.

Start dete:
Februery 17, 1981

Blood and Immunity NURS 904

Tuesday, 1800-2030 hrs.
Nightingele Cempus
13 hours
Fee: $25.00

Prerequisite: Registered nurses, allied health professionals.
Course Content: An indepth study of the constituents of blood with special emphasis on erythropoiesis, phagocytosis, antibody production, immunity, clotting process, blood groupings. Topics in pathophysiology will be included.

Start dete:
September 16, 1980

High Risk Pregnency NEO 402 NEO 403

Mondey to Fridey
Nightingele Cempus
120 hours
Fee: $145.00

Prerequisite: Current Ontario Certificate of competency with one year nursing experience within the past 3 years.
Course Content: Theory: An overview of pregnancy risk factors, the management of pregnancy and its effects on the fetus/newborn. Practice: Observation in labour and delivery and antepartum units to consolidate theory.

Start detes:
Septamber 2, 1980
Merch 2, 1981

Neonatel Physiology NEO 404 NEO 405

Mondey to Fridey
Nightingele Cempus
60 hours
Fee: $70.00

Prerequisite: Current Ontario Certificate of competency with one year nursing experience within the past 3 years.
Course Content: Theory: Two foci are presented: (1) theory covering the body systems and how these adjust for extra uterine existence. (2) Physical assessment of the full term newborn. Practice: care at delivery and through hospital stay with emphasis on assessment of the newborn.

Start detes:
September 29, 1980
Merch 31, 1981

Low Birth Weight Infent NEO 406 NEO 407

Mondey to Fridey
Nightingele Cempus
90 hours
Fee: $115.00

Prerequisite: Current Ontario Certificate of competency with one year nursing experience within past three years.
Course Content: Theory: Study of causes and sequelae of low birth weight — both premature and growth retarded. Nursing care and transport are included. Practice: Care of premature and small for date infants including gestational assessments, transport, use of monitoring equipment, assessment of nutritional and fluid needs and maternal infant bonding.

Start detes:
October 13, 1980
April 13, 1981

Neonatel Problems NEO 408 NEO 409

Mondey to Fridey
Nightingele Cempus
60 hours
Fee: $80.00

Prerequisite: Current Ontario Certificate of competency with one year nursing experience within the past three years.
Course Content: Theory: Study of congenital defects, cause, identification, treatment and nursing care as well as problems such as hyperbilirubinemia, asphyxia, brain damage and their sequelae, emphasis on nursing management and transport. Practice: Care of infants with congenital defects including observation of diagnostic and treatment (surgery) measures and care of asphyxiated infants and experience in transport.

Start dates:
November 3, 1980
May 4, 1981

Neonatel Raspiratory Conditions NEO 410 NEO 411

Mondey to Fridey
Nightingele Cempus
122 hours
Fee: $145.00

Prerequisite: Current Ontario Certificate of competency with one year nursing experience within the past three years.
Course Content: Theory: Intensive study of respiratory pathophysiology and treatment. Regimens including artificial ventilation and CPAP. Theory in special procedures (I.V., blood gases) included. Practice: A consolidation experience for the entire course including care of critically ill infants requiring ventilatory assistance and continuous nursing care and observation.

Start detes:
November 17, 1980
Mey 18, 1981

Menegement of Aggressive Hostile Beheviour NURS 910

Tuesdey, 1800-2000 hrs.
Nightingele Cempus
10 hours
Fee: $25.00
Laboratory Fee: $5.00

Prerequisite: Registered nurse, allied health professionals.
Course Content: The role of aggression in adult life and its place in psychopathology will be examined. Most of the time will be spent discussing clinical situations and techniques for reducing hostility and aggressive behaviour. The reactions of the health worker to patients and how these reactions can be used to sustain or relieve situations will be explored.

Start dete:
Janiery 20, 1981

A Matter of Life and Deeth — Exploretion of Medical-Morel Dilemmes NURS 914

Wednesdey, 1800-2000 hrs.
Nightingele Cempus
24 hours
Fee: $50.00
Leboretory Fee: $5.00

This course, will explore medical-moral dilemmas. Not only are there the extraordinary dilemmas raised by the advances in medical technology such as in vitro fertilization and genetic manipulation, but also, daily are the issues relating to the dignity and rights of children and the elderly, truth and confidentiality, and prejudice encountered by the health care workers. The course will be of special interest to people in the health care field.
Opportunity to discuss and clarify these and other issues will be provided. Starting from the experience of the students and case studies provided by the teacher, the course will examine various points of view of these issues with particular emphasis on human dignity and freedom.

Start detes:
September 17, 1980
Merch 4, 1981

Schizophrenia — An Update in Thinking NURS 911

Tuesdey, 1800-2000 hrs.
Nightingele Cempus
10 hours
Fee: $25.00
Leboretory Fee: $5.00

Prerequisite: Registered Nurse, Allied Health Professionals.
Course Content: This course will review the concept of schizophrenia and its validity as a disease entity will be explored. The current status of research areas will be examined. A major focus will be on the state treatment especially the role of institutional treatment, management, and chemotherapy.

Start dete:
Merch 3, 1981

Tha Difficult Petient (Borderline Patiant) NURS 912

Tuesdey, 1800-2000 hrs.
Nightingele Cempus
10 hours
Fee: $25.00
Leboretory Fee: $5.00

Prerequisite: Registered Nurse, Allied Health Professionals.
Course Content: To examine the borderline illness, the clinical concept, developmental theory and current thinking on treatment. The second major focus is to examine the clinical management of this patient in both short- and long-stay treatment programs.

Start dete:
April 14, 1981

Pharmecology for Registered Nurses PHAR 900

Mondey 1700-2000 hrs.
Nightingele Cempus
45 hours
Fee: $65.00
Leboretory Fee: $10.00

Course Content: The purpose of this course is to update Registered Nurses in Pharmacology. It includes a theoretical component, simulated clinical practice and self-directed study through library research. Theory presentation centres mainly on a discussion of major drug groups. Also included is a review of basics of pharmacology, drug calculations, the metric system, current sources of drug information.

Start dates:
September 8, 1980
Merch 2, 1981

Living with Dying PSY 903

Wednesday, 1800-2100 hrs.
Nightingele Cempus
30 hours
Fee: $40.00
Laboratory Fee: $5.00

The process of dying as it affects us personally is examined. The course will assist the participants to express feelings about death and learn to cope better with these feelings. Opportunities are provided to practice skills used in communicating both verbally and non-verbally with dying patients and their 'significant others'.

Start dete:
September 17, 1980

Forensics

Forensics

This program is offered on a part-time basis to those employed in the fields of health social service, corrections and law enforcement.
The aim of this program is to broaden the understanding needed in working with persons and their families who are in legal difficulties and for whom there are concerns about their mental health states.
A certificate is awarded at the successful completion of the following courses.

Jurisprudence LAW 400

Mondey, 1700-2000 hrs.
Nightingele Cempus
25 hours
Fee: $40.00

This course provides an overview of the functioning of the criminal justice system and the movement of an accused person through it; explanation of medical — psychiatric opinion in the judicial process; discussion of current trends influencing the system and ethical concerns for workers.

Start detes:
September 8, 1980

Humen Development HUMN 401

Mondey end Thursdey
1700-2000 hrs.
Nightingele Cempus
25 hours
Fee: $40.00

Major psychological and social factors that influence human development are examined. Purpose is to provide a framework for social-psychologic assessment. Selected topics are discussed — infant bonding, psychodynamics of childhood development, moral development, adolescence, parenthood, family life, family violence, influence of socio-economic factors.

Start detes:
Jenuery 19, 1980

HEALTH SCIENCES

Psychopathology and Therapeutics **PSY 402**

Monday and Thursday
1700-2000 hrs.
Nightingale Campus
20 hours
Fee: $35.00

This course focuses on the assessment process in examining abnormal behaviour; presentation of models for categorizing and understanding behavioural data, use of selected case studies; formulation of assessment data; ethical issues are reviewed, intensification of interviewing techniques to integrate with assessment skills.

Start dates:
Novambar 3, 1980

Mantal Haalth **PSY 403**

Monday, 1700-2000 hrs.
Nightingala Campus
60 hours
Fee: $85.00

This course is made up of 2 sections:
A. Principles of Mental Health: A Presentation of behavioural concepts that influence the mental health of individuals positively and negatively; examination of lifestyles and environmental and work stresses; recognition of crisis provoking times and situations, principles of intervention; principles and skills of empathic communication (practice sessions).
B. Practicum: An independent project to apply newly learned knowledge and skills from the other courses in Forensics; assignment is developed with guidance of teacher; total hours comprise research, implementation and evaluation.

Start datas:
March 16, 1981

Haaling Altarnativas: Fads or Breakthroughs? **NURS 800**

Monday, 1800-2030 hrs.
Nightingala Campus
25 hours
Fee: $45.00
Matarials: $5.00

There is much concern about Canada's health care system: not only about the high costs and side effects of sophisticated technology but also about the need to shift responsibility for health back to the individual, and to prevent illness produced by our style of life.
We hear about many alternative approaches to health care. Miracle fasts, faith healing and biofeedback are just a few. Newspapers, magazines and general conversations are cited in unusual examples of cures "that should not have happened." How does one make sense of these? Are there alternatives to the present approaches.

Start Dates:
Septamber 15, 1980
March 2, 1981

Nursing Thaory **PSYC 400**

Monday, 1700-2000 hrs.
Nightingala Campus
40 hours
Fee: $50.00
Laboratory Fee: $5.00

Course Content: Four major areas serve as foci: clinical psychiatric assessment; communication and counselling skills; dynamics of group work; scope of the professional role in psychiatric nursing.

Start data:
To ba announcad

Clinicel Practica **PSYC 401**

Timas individually arrangad
Nightingala Campus
90 hours
Fee: $45.00
Laboratory Fee: $5.00

Course Content: Experience is individualized to enable the learner to concentrate on specific needs. The application of theory will be demonstrated through patient studies and assignment. The practicum will include the opportunity to study resources in the community.

Start Dates:
Saptambar 12, 1980
March 12, 1981

Rahabilitation Nursing Part I Theory **REHN 401**

Rahabilitation Nursing Part I Practicum **REHN 400**

Thursday, 1800-2100 hrs.
Nightingala Campus
Fee: $125.00
Laboratory Fee: $15.00

Prerequisite: Registered nurse with current registration in Ontario or equivalent.
These courses strengthen the knowledge and understanding of registered nurses in areas related to comprehensive care of the chronically ill and physically-disabled persons. The role and scope of nursing in a variety of rehabilitative situations and settings are discussed and/or demonstrated. Classes, clinical experience and visits emphasize the rehabilitative aspects of nursing care. Opportunities are made available to practise nursing skills and techniques which are introduced in the program.
The practicum will consist of 60 hours or 10 days which will be arranged after mutual discussion between teacher and students.

Start date:
Saptamber 4, 1980

Child and Family Mental Haalth Nursing

The courses from this program are available on a part time basis. Please call 967-1212 Extension 701 for further information.
For registered nurses — successful completion of the courses leads to a certificate.
Other health care professionals are welcome to take individual courses.
For professionals who work with children/adolescents/families in various fields including community health, pediatrics, child care, psychiatry, school nursing or who care for emotionally distrubed, retarded or handicapped children, this program will be of great interest.

List of coursas

PSYC 400
Communication/Counselling Skills
Clinical Psychiatric Assessment
Dynamics of Group Work
Scope of the Professional Role in Psychiatric Nursing
NURS 402
Mental Health Nursing of the Child/Family
SOC 400
Socio-Cultural Approaches to Health and Illness
PSY 400
Psychology: Normal/Abnormal Development
PSY 401
Psychotherapeutic Approaches with Child/Family
HUMN 400
Legal Considerations in Child/Family Care
Ethical Dilemmas in Health Care
Values/Beliefs and Mental Health Care
PSYC 401
Practicum Part I Mental Health
NURS 403
Practicum Part II Mental Health: Child and Family

The Affactive Disorders **NURS 916**

Tuesday, 1800-2100 hrs.
Nightingala Campus
10 hours
Fee: $25.00
Matarials: $5.00

During the 1970's increasing attention has been focussed on depression and other affective disorders. Indeed, depression has seemed so universal that some journalists have declared we are in the 'age of melancholy.' We all experience depression but what happens when we can't shake it off?
This course will review the many facets of the depressive disorders ranging from reactive depression to incapacitating psychotic depression. Elation and mania will be considered. A special section will examine the alarming increase in adolescent depression and suicide attempts.
A review of epidemiology, psychodynamics and treatment (short and long term) will be included. Stress will be placed on clinical interventions which encourage improved coping mechanisms. Management of the extremely suicidal patient will be explored.

Start data:
Saptambar 16, 1980

Long Tarm Cara of tha Eldarly — Thaory **NURS 400**

Long Tarm Cara of tha Eldarly — Practicum **NURS 401**

Tuesday, 1800-2100 hours
Nightingala Campus
Fee: $125.00
Laboratory Fee: $15.00

Prerequisite: Registered nurse with current registration in Ontario or equivalent.
Course Content: Participants will learn how to develop an effective nursing plan which reflects the needs of the elderly, the family and community, to gain more knowledge of the settings in which individuals caring for the elderly work, and to understand the concepts which will help individuals meet the needs of these settings.

Start date:
Saptamber 2, 1980

Standard First Aid **FIT 801**

Saturday and Sunday
0900-1700 hrs.
Casa Loma Campus
16 hours
Fee: $25.00 (plus approximataly $5.00 for tha Rad Cross Society Standard First Aid Cartification).

Prerequisite: 16 years of age.
Course Content: This course will acquaint candidates with recognition of problems of cessation of breathing, severe bleeding, poisoning, level of consciousness and the care for these immediate emergencies. It will also give candidates the opportunity to practice techniques of transportation of suspected spinal injury victims as well as splinting of suspected bone fractures all in accordance with Canadian Red Cross Society standards.

Start datas:
Saptambar 20, 1980
January 31, 1981

Athlatic Training **FIT 802**

Saturday and Sunday
0900-1700 hrs.
Cese Loma Campus
16 hours
Fee: $25.00

Prerequisite: Standard First Aid.
Course Content: This course will provide coaches, trainers, team managers and other personnel involved in sporting activities with basic concepts of injury recognition for a variety of athletic injuries. It will also offer possible techniques of prevention, legal considerations, immediate care modalities as well as rehabilitative exercises.

Start dates:
October 18, 1980
February 14, 1981

Pravantive Conditioning **FIT 803**

Saturday and Sunday
0900-1700 hrs.
Cesa Loma Campus
16 hours
Faa: $25.00

Prerequisite: Athletic Training.
Course Content: This course will apply the concepts of fitness training techniques as they relate to the prevention of athletic injuries. The student will learn to identify the demands placed on the body during various sports movements in terms of required muscle strength, flexibility, muscle endurance, cardiovascular endurance and body build as well as utilizing programming principles to establish conditioning programs that will help reduce sports injuries.

Start datas:
November 15, 1980
March 28, 1981

Self Defance For Woman **FIT 804**

Thursday, 1900-2100 hrs.
Casa Loma Campus
20 hours
Fee: $30.00

Course Content: This course will discuss practical solutions to prevent confrontations as well as how to handle physical situations should they arise. Basic techniques such as kicks, punches and breaking holds will be covered.

Start datas:
October 2, 1980
January 8, 1981
March 19, 1981

Emargancy First Aid in tha Homa **MED 800**

Tuesday and Wadnasday
1830-2130 hrs.
Casa Loma Campus
6 hours
Fae: $15.00

Course Content: This course is designed to cover those immediate emergency situations found in raising a family in the home, at the cottage or on vacation until professional medical assistance can be obtained. Topics will include techniques of artifical respiration and clearing an obstructed airway, first aid for cuts for more severe bleeding, for burns and for injuries due to cold, actions to minimize the absorption of various poisons, and care of the unconscious, the suspected heart attack and suspected stroke victim.

Start datas:
Saptambar 22, 1980
October 20, 1980
Novamber 17, 1980
Dacamber 15, 1980
January 21, 1981
Fabruary 18, 1981
March 10, 1981
April 21, 1981

HEALTH SCIENCES

Occupational Hygiene and Haalth Surveillance NURS 917

Wadnesday, 1800-2100 hrs.
Nightingala Campus
45 hours
Fee: $70.00
Materials: $5.00

This course focuses on the recognition and evaluation of environmental factors or stresses in the workplace as related to the control of work injuries and/or impaired health. This will include hazards such as chemicals, physical agents, biological materials, radiation, extremes of pressure, temperature and humidity. Incorporated into the content will be health surveillance practices for employees working at risk. Emphasis will be on health control measures, the physiological and psychological effects of exposure, and recommended health and safety practices.

Start data:
Septamber 10, 1980

Registerad Nursing Assistants: Administration of Madications NURS 913

Monday, 1700-2000 hrs.
Nightingale Campus
21 hours
Fee: $30.00
Laboratory fee: $5.00

This course is offered to nursing assistants registered in the province of Ontario and employed in long term care settings.
Selection of content reflects the guidelines of the Standards of Nursing Practice for R.N.A.'s set by the College of Nurses of Ontario. Principles of drug administration, legal aspects, safety, observation, recording and the effects of common drug groups on the human body are covered. The administration of drugs to the chronically ill and aged persons receive special attention.
Simulated laboratory practices accompany the theory presentations.

Start dates:
Septambar 15, 1980
January 19, 1981

Advancad Physiology: Gastrointastinal System NURS 918

Thursday, 1800-2030 hrs.
Nightingala Campus
15 hours
Fea: $23.00
Materials: $2.00

This course will examine the primary function of the alimentary tract to provide the body with a continual supply of water and nutrients while permitting the excretion of metabolic waste products.
Relevant topics in pathophysiology will be included in the content.

Start data:
April 30, 1981

Advanced Physiology: Endocrine System NURS 919

Thursday, 1800-2030 hrs.
Nightingala Campus
21 hours
Faa: $33.00
Materials: $2.00

This course is concerned primarily with the physiological regulation and control of different metabolic processes occurring within the body.
Relevant topics in pathophysiology will be included in the content.

Start data:
October 30, 1980

The Therapist Rola: A Function of Psychiatric Nursing NURS 920

Tuasday, 1800-2000 hrs.
Nightingala Campus
10 hours
Fee: $35.00
Materials: $5.00

This course is directed at those health professionals who are interested in working more intensively and effectively with patients or clients with disturbed communication patterns. Health professionals are taking a role of increasing responsibility in the therapeutic treatment of psychiatric patients. Focus will be on the psychotherapeutic process and application of counselling skills.
Participants will be expected to apply theory to a specific case during the course.
Enrolment will be limited.

Start data:
January 20, 1981

Understanding the Electrocardiogram: A Practical Approach NURS 922

Wednasday, 1800-2000 hrs.
Nightingala Campus
Faa: $30.00
Materials: $10.00

Prerequisite: Basic course in anatomy and physiology.
The electrocardiogram is an essential assessment tool in the management of arrhythmias. To be dextrous in the use of this tool and to be able to interpret and anticipate requires sound knowledge and practice.
The course focuses on: cardiac physiology, bedside cardiac monitor and interpreting one single lead EKG, the 12 lead EKG; dexterity in using these tools.

Start dates:
Saptambar 17, 1980
January 21, 1981

HOSPITALITY

Certificate Course in Haute Cuisine

This program is designed to meet the evergrowing demand for knowledge and practical experience in the creation of fine food and entertainment in the home. The entire course consists of 5 individual sections commencing with basic small quantity food; this will give the student the opportunity to apply the principles of cooking, using the raw materials with tested recipes under the guidance of skilled chefs. This section will be followed in sequence by basic baking, advanced small quantity food, advanced baking and appreciation of wines, spirits and liqueurs. Each student, on satisfactory completion of the individual sections, will receive a certificate of competence and, on completion of all five sections, will be awarded a certificate in Haute Cuisine.

Heute Cuisine Program

Introduction applies to first five courses only.

Small Quantity Food (Besic) **FP 730X**

Monday, Tuesday or Wadnasday 1800-2200 hrs.
Kansington Campus
60 hours
Fae $75.00
Matariels: $55.00

Course Content: This course is designed to introduce the basic principles of cooking as related to fine food, to take the raw products and create the basic requirements for classical dishes, sauteing, broiling and stewing, cooking lean and fat fish, seafoods, and the accompanying vegetables, salads, garnishes and dressings, employing the knowledge and expertise of chefs in the use of herbs, spices and wines.

Start detes:
Septamber 21, 1980
Fabruery 5, 1981

Baking (Basic) **BK 610X**

Monday, 1800-2200 hrs.
Kensington Campus
40 hours
Fae: $50.00
Materials: $30.00

This course is designed to equip the student with a practical working knowledge of pastry doughs, choux paste, yeast dough and sponge goods, the use of icings, creams, puddings, custards and other desserts, fruits, tarts, pies and quick breads, the high ratio and angel cake mixes, simple decoration and presentation of birthday and other occasion cakes.

Start detes:
Septambar 29, 1980
January 19, 1981

Small Quantity Food (Advancad) **FP 731X**

Thursday, 1800-2200 hrs.
Kensington Campus
60 hours
Fee: $75.00
Materials: $70.00

Prerequisite: Basic Small Quantity Food. FP 730X. This course will take the basic principles of cooking and apply them to the classical dishes of the countries in continental Europe, so that the student will be able to produce the French classics, the famed Italian pastas, the Spanish paellas, the Russian coulibiacs, the Scandinavian smorgasbords, the German sauer braten and beer soups, the shish kabobs of Turkey and Greece, the bouillabaisse of Marseilles, the Indian curries, Japanese suki yaki, the nasi goreng of Indonesia and a host of other famous dishes.

Start detes:
Septembar 18, 1980
February 5, 1981

Baking (Advancad) **BK 634X**

Wednesday, 1800-2200 hrs.
Kensington Campus
40 hours
Fae: $50.00
Materiels: $35.00

Prerequisite: Basic Baking. BK 610X.
The course will take the basic knowledge of pastry and desserts and allow the development of these techniques to create patisserie masterpieces, flamboyant desserts, ice cream bombs, souffles, petits fours, tortes, gateaux, and sugar creations with the decorative centre pieces, the true art of French pastries and their presentation.

Start datas:
October 1, 1980
January 14, 1981

Appreciation of Wines Spirits and Liquours **F 807**

Tuasday, 1800-2200 hrs.
Kensington Campus
30 hours
Fae: $40.00
Materiels: $55.00

Prerequisite: Over 19 years of age.
This course will be devoted to the knowledge of wines from the standpoint of types, vintages, prices, handling, storage, and correct usage in relation to menu, glassware, and serving temperatures. Guest lecturers will deal with the evaluation by taste of the more distinctive wines.
Enrollment limited.

Start detes:
Septembar 30, 1980
January 19, 1981

Chinese Cuisine **F 810**

Tuesday, 1900-2200 hrs.
Kensington Campus
30 hours
Fae: $40.00
Materials: $25.00

This course is designed to introduce the student to the basic principles of Chinese cooking. The course contains a series of lectures and demonstrations to familiarize the student with the use of ingredients, herbs, teas, and the planning of menus familiar to North America. Tasting of prepared dishes will be part of each demonstration lesson.

Start detes:
Septembar 30, 1980
January 20, 1981

Advancad Wine Appreciation **F 811**

Wednesday, 1900-2200 hrs.
Kensington Campus
30 hours
Fae: $40.00
Materials: $105.00

Prerequisite: Appreciation of Wines, Spirits & Liqueurs. F 807, and over 19 years of age.
Course Content: This course has been designed to familiarize students, who already have a sense of wine appreciation with "Grand Crus" from French and German vinyards. The program will also include liqueurs, spirits, cordials, beers and ciders. Tasting and sampling will be part of the prescribed course.
Enrolment limited.

Start detes:
October 1, 1980
January 21, 1981

Junior Gourmet Cooking **F 815**

Saturday, 1000-1300 hrs.
Kansington Campus
30 hours
Fee: $40.00
Materiels: $20.00

Prerequisites: 10-16 years of age and a desire to learn gourmet cooking.
Course Content: Students will engage in practical work to attain the skills required to do basic gourmet cooking. Areas covered will be — vegetable cooking, egg cookery, rice and pasta, salads, roasting, desserts and sandwiches.

Start detes:
October 11, 1980
April 11, 1981

Junior Gourmet Cooking (Advanced) **F 819**

Saturdey, 1000-1300 hrs.
Kensington Campus
30 hours
Fae: $40.00
Matariels: $30.00

Prerequisites: Junior Gourmet Basic F815.
Course Content: Students will further the skills and knowledge acquired in the basic program. All areas of the menu from appetizers to desserts will be covered with special emphasis placed on dishes from countries such as China, France, Italy and Germany. The students will engage in practical work to attain these skills.

Start date:
January 10, 1981

Mixology (Cocktail Bartanding) **8AR 503X**

Monday, 1900-2200 hrs.
Kensington Campus
30 hours
Fae: $40.00
Materials: $30.00

Prerequisite: Over 19 years of age.
Course Content: This course is designed to teach basic drink preparation for home use or as an introduction to the bartending profession. Using fully equipped, individual bars, students learn to prepare the 30 most popular shaken, stirred and built drinks.
Enrollment Limited.

Start datas:
October 1, 1979
January 14, 1980

Meat Trade Theory Retail Meet Cutting **MC 613X**

Tuasday, 1900-2200 hrs.
Kensington Campus
60 hours
Fee: $75.00
Materials: $10.00

Prerequisites: This course is designed for persons in junior positions in the retail trade and people interested in the skill of meat cutting.
Course Content: Lecture and demonstration: Cutting, grading and characteristics of beef, lamb, pork and veal carcasses, preparation of poultry, fish and shellfish for retail sale, displaying and merchandising of all types of meat products, special lectures on sanitation and refrigeration.

Start dete:
Octobar 7, 1980

Dacorating Creft **BK 639X**

Tuasday, 1900-2200 hrs.
Kensington Campus
60 hours
Fae: $75.00
Materials: $20.00

This course is designed for those persons who wish to learn the art of cake decoration and design.
Course Content: Icing and coatings, royal icing, fondants, butter creams, couvertures, boiled icings and frostings, basic design, techniques of piping, decorating materials, methods, freehand geometric designs, stencils, runouts, prefabricated decorations, lettering, flowers, border designs, etc. Cakes for special occasions — techniques and methods.

Start data:
Septamber 30, 1980

Meet Cutting for the Homa Enthusiest **F 817**

Monday, 1900-2200 hrs.
Kansington Campus
30 hours
Fae: $40.00
Matariels: $120.00

Course Content: The course is designed for people who wish to learn home style techniques of preparation, utilization and storing of poultry and basic meat cuts. The student will be involved in the cutting and processing of various cuts of lamb, pork, and poultry and the finished product will become the personal property of the student.
In addition there will be a demonstration of the cutting of a side of beef (hindquarters, forequarters) into primal and retail cuts. Students will have the opportunity to purchase and process selected beef cuts at cost price.

Start datas:
Octobar 6, 1980
Janury 19, 1981

Certificata in Businass Managamant Studias (Hospitality/Tourism Industry)

Each of the following courses is complete in itself. Successful completion of 6 of the 8 courses qualifies the participant for a certificate from Ministry of Colleges and Universities in Business Management Studies. These courses can also be applied for credit towards the full-time diploma in Hotel or Food and Beverage Management. For information concerning the specific requirements for the certificate phone 967-1212 extension 613.
The course fee includes the cost of materials.

Purchesing for Hospitality **ACC 108X**

Thursdey, 1830-2130 hrs.
Kansington Campus
30 hours
Fea: $70.00

Course Content: To understand the complexities of Food and Beverage purchasing. To understand certain fundamental principles in purchasing which help avoid costly errors and build a more profitable operation. This is a basic course which deals with purchasing needs as determined by function, delivery, quantity and price. Subject Matter: Purchasing and Profits; Setting Purchasing Specifications; Making Quantity Decisions; Basic Inventory Control and Purchasing, Selecting Suppliers; Determining Prices; Other Costs in Purchasing; Purchasing Procedures; Value Analysis; Buying Outside Canada; Make vs Buy Decisions; Evaluating Purchasing Effectiveness.

Start datas:
Octobar 9, 1980
Janury 22, 1981

Food and Bavaraga Cost Control **ACC 210X**

Monday, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $60.00

Course Content: To understand the essential principles and procedures of effective food and beverage control. Assignments: The purpose of food and beverage cost control; food purchasing, receiving, storing and issuing; calculation of actual food costs; establishment of standard cost; calculation of standards; production planning and special controls; improvement methods and procedures; beverage purchasing, receiving, storing and inventory control; calculating standard sales values; actual versus standard beverage sales.

Start datas:
Octobar 6, 1980
Janury 19, 1981

Front Office Operation **HIND 222X**

Thursday, 1830-2130 hrs.
Kansington Campus
30 hours
Fea: $60.00

An intense professional approach to Front Office procedures, expressing the hotel guest relationship from prearrival to departure. Heavy emphasis on hotel terminology plus strategies of reservation controls, reception and credit procedures along with skills of operation and audit of the NCR 4200 and 250. Attention will also be paid to special situations such as the V.I.P. guests as well as travel agencies and their impact on the hospitality industry.

Start datas:
October 2, 1980
Janury 22, 1981

Businass Law **OMDP 918**

Monday (Fall Tarm)
Thursday (Winter Tarm)
1830-2130 hrs.
Kansington Campus
30 hours
Fee: $70.00

Course Content: To provide an understanding of the legal aspects of the hospitality industry and the law in perspective. To learn to recognize and deal more effectively with the legal aspects of business. To improve communications with lawyers and understand and apply their advice. This course provides business people with a basic understanding of some of the points of law which frequently arise in business. Topics by Session: Formation of a Contract; Discharge of a Contract; Absolute Sales of Personal Property; Conditional Sales Contracts, Chattel Mortgages and Bailment; Creditor's Rights, Negotiable Instruments and Collections; Partnerships; Corporations; Leases; Bankruptcy; Patents, Trade Marks and Unfair Competition.
Optional Topics: Insurance Contracts; Employer-Employee Relations; Mechanics' Liens. This course deals with the Hotel Registration of Guests Act, the Inn Keepers Act, the Liquor License Act and the multitude of regulations affecting the operations of hotels and restaurants.

Start detes:
October 6, 1980
Janury 22, 1981

HOSPITALITY

Financial Manegemant for Hospitelity/ Tourism **OMDP 919**

Wadnesday, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $70.00

Course Content: To determine the basic accounting data required by operations in the hospitality and tourist industries. To show how better utilization of information from accounting records can be incorporated into budget planning, and improve both the efficiency and profitability of a business. This course covers a wide range of subjects essential to profitable financial management. Topics by Session: Financial Statements, Planning Budgets and Forecasting; Controls of Food, Beverage and Room Revenue; Cash Flow and Control; Credit Analysis and Control; Inventory Control; Purchasing and Leasing Policies; Control of "Un"-Fixed Assets; Taxation; Priorities for Effective Management.

Start dates:
Octobar 10, 1980
Janeury 23, 1981

Effectiva Supervision in Hospitality/ Tourism **OMDP 920**

Tuasday, 1830-2130 hrs.
Kensington Campus
30 hours
Faa: $70.00

Course Content: To increase the proficiency of the supervisor. To show the importance of human relations in job performance. To emphasize the value of formulating decision-making policies based on the viewpoint of the guest. This course stresses the role and responsibilities of the supervisor in developing a more dynamic and profitable operation. Topics by Session: The Role of the Supervisor; Analyzing the Problem; Principles of Effective Supervision; Setting Objectives and Goals; Organizing and Planning; The Human Factor; Flow of Information; Improvements-Flow Charting and Layout Analysis; Selecting Criteria and Measuring Results; Taking Corrective Action.

Start detes:
October 7, 1980
Janeury 20, 1981

Markating for tha Hospitality Industry **OMDP 921**

Wednesday, 1830-2130 hrs.
Kensington Campus
30 hours
Faa: $70.00

Course Content: To learn to deal effectively and decisively with marketing problems, thereby, avoiding needless errors, unhappy customers and waste of time and money. The course material covers the many facets which are vital to a successful marketing program. Topics by Session: Analyzing the Marketing Problem; Sales Planning, Equipping to Sell and Service; Direct Mail as a Marketing tool; Advertising as a Marketing Tool; Supplementary Marketing Aids; Promoting Individual Room Business; Promoting Convention and Group Business; Promoting Food and Beverage Sales; Relating All Management Decisions to Marketing.

Start detas:
Octobar 8, 1980
Janeury 21, 1981

Sanitation and Safaty **SAN 100X**

Wednasday, 1830-2130 hrs.
Kansington Campus
30 hours
Fee: $70.00

Course Content: To understand the significance of sanitation in food service and also provide the practical knowledge needed to implement a sanitation program in any kitchen. It stresses the importance of the food poisoning problem of today and shows how important sanitation is from an economic, legal and moral point of view. It attempts to correct the misconception that sanitation is visual cleanliness (good old-fashioned housekeeping) by emphasizing the concept of bacteriological cleanliness. It describes the basic facts of bacteriology in terms the layman can understand and shows the importance of sanitation from a profit and loss standpoint. Included in this program is the National Sanitation course produced by the Canadian Restaurant and Food Services Association and a Saint John's Ambulance safety course. Graduates receive accreditation for both of these courses in addition to the Sanitation Nutrition and Safety Program.

Start dates:
Octobar 8, 1980
January 21, 1981

Saturdey Morning At The Markat **F 830**

Saturday, 0800-1200 hrs.
Kansington Campus
4 hours
Fee: $15.00

Course Content: Toronto's Saturday morning markets are one of the best features of city life. Come and learn how to explore, shop and enjoy the fascinating and vibrant St. Lawrence market. You will go through the market with a fully qualified chef instructor learning how to buy seafood, vegetables, meats, poultry, cheeses, coffees and a host of delicacies. On return to the college the instructor will demonstrate how to create fascinating brunches and entrees using fresh market products. Enrolment is limited.

Start datas:
Octobar 4 and 18, 1980
Novamber 8 and 22, 1980
Dacambar 6, 1980
January 10 end 24, 1981
February 14 and 28, 1981
March 14 and 28, 1981
April 11 and 25, 1981

Dining Out: A Guidad Tour of Toronto's Most Intarasting Restaurants **F 831**

Tuesday, 1800-2200 hrs.
Kansington Campus
20 hours
Faa: $30.00

Course Content: Over the last ten years the good life has come to Toronto. No longer do they roll up the streets at dusk; in fact, Toronto has become internationally known for its food, its restaurants and entertainment centres. This unique course will provide the knowledge of the college's food experts in developing and appreciating an educated palate. Lectures will outline the foods of the world, the development of national and regional dishes, methods of preparation, appropriate beverages and service techniques. Each lecture will be followed by a dinner in a restaurant that best exemplifies the food of the country under discussion. Countries discussed in series A will be Greece, Italy, France, Japan and Germany. Fees include the cost of the lecture only. Restaurants chosen will be restricted to the medium-priced range.

Start dates:
Saptambar 23, 1980
Octobar 28, 1980
January 13, 1981
Februery 17, 1981
March 23, 1981

INDUSTRIAL TRAINING

An Introduction to Real Estate Segment I **RE 900A**

Monday to Friday
6 hours daily
College Campus
30 hours
Fee: $70.00

Course Content: This course covers the following topics: ownership of real estate as an investment; to own or to rent?; how much should we pay?; financing a purchase; financing — government plans; benefits and services of broker; a career in real estate; relationship of principal and agent; the typical real estate transaction.
Fee includes text book.

An Introduction to Real Estate — Segment II **RE 900B**

Monday to Friday
4 hours daily
College Campus
60 hours
Fee: $115.00

Prerequisites: Evidence of completion of Segment I; 75% pass mark on the examination for Segment I.
Course Content: This course covers the following topics: introduction; real estate and the economy; the Real Estate and Business Brokers Act; the broker — salesman relationship; ethics; municipal regulations; subdivision control; introduction to land descriptions, construction; evaluation; advertising; mortgages; agency law; statutes affecting the Real Estate business; parties to contract; contract law; agreement of purchase and sale.
Fee includes text book.

An Introduction to Real Estate — Segment III **RE 900C**

Monday to Friday
6 hours daily
College Campus
60 hours
Fee: $135.00

Prerequisites: Evidence of completion of: Segment II, 75% pass mark on examination for Segment II.
Course Content: This segment is comprised of case studies designed to give participants an opportunity to focus on practical situations they would encounter in a day to day Real Estate operation.
Fee includes text book.

Principles of Mortgage Financing **RE 902**

Monday to Friday
8 hours daily
College Campus
40 hours
Fee: $115.00

Course Content: Mortgage terminology; mortgages as an investment; the mortgage market; types of mortgages and lenders; the borrower's needs; the lender's needs; submitting the application for a mortgage; the role of secondary financing; mortgage specialties; property appraisals.
Fee includes text book.

Principles of Appreisel **RE 903**

Monday to Friday
8 hours daily
College Campus
40 hours
Fee: $115.00

Course Content: The purposes and functions of real estate appraisal; the nature of real property value; legal aspects of real estate; the appraisal process; general area and neighbourhood trends; site analysis; site valuation and problems; introduction to appraising subdivisions; how to inspect and measure a property; building materials and equipment, architectural styles and functional utility; building cost estimates; accrued depreciation; problems relating to the cost approach (land and building valuation); introduction to direct sales comparison (market data approach); introduction to the income approach; correlation (and final estimate of value); course review.
Fee includes text book.

Commarcial Real Estete **RE 904**

Monday to Friday
8 hours daily
Collaga Campus
40 hours
Faa: $115.00

Course Content. Scope of the commercial investment field; the municipality, planning and zoning; developms; investment — comparison of types and legal and tax problems; syndication; sale of business — the Real Estate and Business Broker's Act and the Bulk Sales Act; financing commercial projects — lender's and borrower's viewpoint.
Fee includes text book.

Real Property Lew **RE 905**

Monday to Friday
8 hours daily
College Campus
40 hours
Fee: $115.00

Course Content: History of real property law; rights and limitations of ownership; estates in land; interests less than estates; leases; convenants; transfer of interests in land; role of the real estate agent; mortgage law; contract law; use of real estate forms; the lawyer and the agent; Real Estate and Business Broker's Act; Condominium Act; Planning Act; Income Tax Act; Land Speculation Act; Land Transfer Act; Expropriation Act; review
Fee includes text book.
Note: For information on stert datas for the Real Estete course phona 967-1212, axt. 595.

Transport Driving **TRANS 900**

Saturdey, 0800-1800 hrs.
Collega Campus
60 hours
Faa: $290.00

Prerequisite: Class "D" License. One year's driving experience on a straight truck, 3 ton or larger; medical examination in accordance with licensing.

Stert deta:
Septembar 6, 1980

Driver Training **TRANS 901**

Saturday, 0800-1800 hrs.
College Campus
60 hours
Fee: $290.00

Prerequisite: Class "G" license and one year's experience driving an automobile or "G" license vehicle.

Start data:
September 6, 1980

Transport Driver Treiner **TRANS 903**

College Campus
30 hours
Fee: $115.00

Prerequisite: Current Ontario driver's license and 5 year's experience of driving, the vehicle for which instruction is to be given and/or recommendation of employer.

NOTE: For information on start dates of truck driving courses, phona 967-1212 axt. 283/4/5.

Taaching Tachniqas (Industry-Commerce) **ED 904**

Tuesdey end Thursday
1800-2100 hrs.
Cese Loma Campus
Fee: $115.00

It is a basic course combining a minimum of pedagogical theory with practical instructional techniques, and is offered to people in industry, commerce, the professions and adult education who have an interest in the instruction of other people.
Course Content: Theories of learning, adult learning, individual differences, subject analysis, lesson planning, curriculum development, lesson types, teaching aids, evaluation, practice teaching, critical appraisal of teaching techniques.

Start datas:
September 15, 1980
November 3, 1980
January 19, 1981

THEATRE & DANCE

Acting

The three levels of Acting are offered for two terms of eight weeks each, six hours per week. The fall term begins October 6, 1980 and the Spring term on January 26, 1981. The courses are conducted in the Theatre Department at 530 King St. East (at River St.)
All students wanting to enrol in these courses are required to attend a preliminary session one week prior to the start of each term, i.e. Monday, September 29, 1980 at 1900 hrs. and Monday, January 19, 1981 at 1900 hrs. Registration will take place at this time.
This orientation session enables the teachers to advise students of the class most suitable for them and ensure a consistent level in each group which is to everyone's advantage.

Acting (Beginners) THEA 900

1900-2200 hrs.
530 King St. E.
48 hours
Fee: $85.00

Exploratory exercises and improvisations designed to make the students aware of themselves and their resources.

Acting (Intermediate) THEA 901

1900-2200 hrs.
530 King St. E.
48 hours
Fee: $85.00

Continuation in greater depth of THEA 900.

Acting (Advanced) THEA 924

1900-2200 hrs.
530 King St. E.
48 hours
Fee: $85.00

Text study, scene work, solo material and speeches for audition purposes.

Voice Production and Public Speaking THEA 923

Wednesday or Thursday
1830-2100 hrs.
Casa Loma Campus
25 hours
Faa: $70.00

This course is designed to assist professional, non-professional and student actors, radio and TV broadcasters and performers, teachers, lawyers, public speakers and others who wish to improve their communication skills before audiences, in social and business groups and in their person-to-person relationships. Individualized coaching is a major feature of this course.

Start dates:
October 8 or 9, 1980
January 7 or 8, 1981
April 1 or 2, 1981

School of Dance
Director: Lois Smith

The curriculum of all courses is designed for progression over a period of 38 weeks, which is divided into two terms of 19 weeks each.

Term Dates:

1st Term — September 8, 1980 — January 31, 1981 (includes 2 week Christmas break).
2nd Term — February 2, 1981 — June 20, 1981 (includes 1 week Spring break).

Junior/Senior School Entrance Requirements

Minimum — Students must be aged 8 years on or before December 31, 1979 in order to commence classes in September, 1980.
Maximum — Where a student has graduated from High School, or passed the age of 19, and who does not wish to become a professional dancer or who, in the opinion of the Director, does not have the potential to become a professional dancer he/she will be recommended to continue training in the Non-professional Courses.
Auditions — Students with previous training at other schools will be required to attend a pre-arranged audition class before being accepted.

Regular Courses

Pre-Ballet
Tarm 1 DA 900A

Saturday, 1045-1145 hrs.
Fee: $85.00

A special course aimed at encouraging creativity, body and spatial awareness and rhythmic sense as a preparation for more formal ballet training.

Pre-Ballet
Term 2 DA 900B

Saturday, 1045-1145 hrs.
Fee: $85.00

Continuation of DA 900A.

Pre-Ballet
Additional Treining DA 900Z

Variable hours for DA 900A-8.

Ballet — Form 1
Tarm 1 DA 901A

Tuasday, 1645-1745 hrs.
Saturday, 1230-1330 hrs.
Faa: $150.00

The classical style of ballet, taught in a carefully graded curriculum, drawing on the Checcetti, Royal Academy of Dance, Bournonville, French and Russian techniques. Students must attend a minimum of two ballet classes per week but will be encouraged to take the maximum available at their level. A charge of $50.00 per level, for each additional class taken beyond the compulsory ones.

Ballet — Form 1
Tarm 2 DA 9018

Tuesday, 1645-1745 hrs.
Saturday, 1230-1330 hrs.
Fee: $150.00

Continuation of DA 901A

Ballet — Form 1
Additional Training DA 901Z

Variable hours for DA 901A-8

Ballet — Form 2
Tarm 1 DA 902A

Wednesday, 1645-1745 hrs.
Saturday, 0930-1030 hrs.
Fee: $150.00

Ballet Form 2
Term 2 DA 902B

Wednesday, 1645-1745 hrs.
Saturday, 0930-1030 hrs.
Fee: $150.00

Continuation of DA 902A.

Ballet — Form 2
Additional Training DA 902Z

Variable training hours for DA 902A-8.

Ballet — Form 3
Tarm 1 DA 903A

Wednesday, 1645-1800 hrs.
Saturday, 0915-1030 hrs.
Fee: $150.00

Ballet — Form 3
Term 2 DA 903B

Wednesday, 1645-1800 hrs.
Saturday, 0915-1030 hrs.
Fee: $150.00

Continuation of DA 903A.

Ballet — Form 3
Additional Training DA 903Z

Variable training hours for DA 903A-8.

Ballet — Form 4
Tarm 1 DA 904A

Tuesday, 1645-1800 hrs.
Friday, 1645-1800 hrs.
Fee: $150.00

Ballet — Form 4
Term 2 DA 9048

Tuesday, 1645-1800 hrs.
Friday, 1645-1800 hrs.
Fee: $150.00

Continuation of DA 904A

Ballet — Form 4
Additional Training DA 904Z

Variable training hours for DA 904A-8.

Ballet — Form 5
Tarm 1 DA 905A

Tuesday, 1800-1930 hrs.
Thursday, 1630-1800 hrs.
Fee: $150.00

Ballet — Form 5
Term 2 DA 905B

Tuesday, 1800-1930 hrs.
Thursday, 1630-1800 hrs.
Fee: $150.00

Continuation of DA 905A.

Ballet — Form 5
Additional Training DA 905Z

Variable training hours for DA 905A-8.

Ballet — Form 6
Tarm 1 DA 906A

Monday, 1645-1815 hrs.
Thursday, 1645-1815 hrs.
Fee: $150.00

Ballet — Form 6
Tarm 2 DA 9068

Monday, 1645-1815 hrs.
Thursday, 1645-1815 hrs.
Fee: $150.00

Continuation of DA 906A.

Ballet — Form 6
Additional Training DA 906Z

Variable training hours for DA 906A-8.

Ballet — Elementary
Tarm 1 DA 907A

Tuesday, 1645-1815 hrs.
Friday, 1645-1815 hrs.
Fee: $150.00

Ballet — Elamantary
Term 2 DA 907B

Tuesday, 1645-1815 hrs.
Friday, 1645-1815 hrs.
Fee: $150.00

Continuation of DA 907A.

Ballet — Elamantary
Additional Training DA 907Z

Variable training hours for DA 907A-8.

Ballet — Intermediata
Tarm 1 DA 908A

Wednesday, 1645-1815 hrs.
Saturday, 1045-1245 hrs.
Fee: $150.00

Ballet — Intarmadiata
Tarm 2 DA 9088

Wednesday, 1645-1815 hrs.
Saturday, 1045-1245 hrs.
Fee: $150.00

Continuation of DA 908A.

Ballet — Intermediata
Additional Training DA 908Z

Variable training hours for DA 908A-8.

8oys' Coaching
Tarm 1 DA 911A

Fee: $85.00

Special ballet classes for male dancers.

8oys' Coaching
Tarm 2 DA 9118

Fee: $85.00

Continuation of DA 911A.

8oys' Coaching
Additional Training DA 911Z

Variable training hours for DA 911A-8.

Basic Pointe
Tarm 1 DA 913A

Monday, 1830-1930 hrs.
Tuesday, 1700-1800 hrs.
Fee: $150.00

8asic Pointa
Tarm 2 DA 9138

Monday, 1830-1930 hrs.
Tuesday, 1700-1800 hrs.
Fee: $150.00

Continuation of DA 913A.

8asic Pointe
Additional Training DA 913Z

Variable training hours for DA 913A-8.

Elamantary Pointa
Tarm 1 DA 914A

Tuesday, 1815-1915 hrs.
Thursday, 1700-1800 hrs.
Fee: $150.00

Elementary Pointe
Tarm 2 DA 914B

Tuesday, 1815-1915 hrs.
Thursday, 1700-1800 hrs.
Fee: $150.00

Continuation of DA 914A.

Elamantary Pointe
Additional Treining DA 914Z

Variable training hours for DA 914A-8.

Intarmadiata Pointa
Tarm 1 DA 915A

Fee: $150.00

Intarmediata Pointa
Tarm 2 DA 9158

Fee: $150.00

Continuation of DA 915A.

Intarmadiate Pointa
Additional Treining DA 915Z

Variable training hours for 915A-8.

Composite Courses
(Form 5 to Intarmadiata)

These special courses are designed to provide a more all-round training for those students interested in dance.

Composita Form 5
Tarm 1 DA 916A

Tuesday
1800-1930 hrs. (Ballet)
Thursday
1630-1800 hrs. (Ballet)
Thursday
1830-1930 hrs. (National Dance)
Fee: $180.00

Composite Form 5
Term 2 DA 9168

Fee: $185.00

Continuation of DA 916A.

Composita Form 5
Additional Training DA 916Z

Variable training hours for DA 916A-8.

Composite Form 6
Tarm 1 DA 917A

Monday
1645-1815 hrs. (Ballet)
1830-1930 hrs. (Pointe)
Thursday
1645-1815 hrs. (Ballet)
1830-1945 hrs. (Character)
Fee: $200.00

Composita Form 6
Tarm 2 DA 917B

Monday
1645-1815 hrs. (Ballet)
1830-1930 hrs. (Pointe)
Thursday
1645-1845 hrs. (Ballet)
1830-1945 hrs. (Character)
Fee: $200.00

Continuation of DA 917A.

Composita Form 6
Additional Training DA 917Z

Variable training hours for DA 917A-8.

Composita Elamantary
Tarm 1 DA 918A

Tuesday
1645-1815 hrs. (Ballet)
1815-1915 hrs. (Pointe)
Friday
1645-1815 hrs. (Ballet)
1815-1930 hrs. (Spanish)
Fee: $215.00

Composita Elementary
Term 2 DA 918B

Tuesday
1645-1815 hrs. (Ballet)
1815-1915 hrs. (Pointe)
Friday
1645-1815 hrs. (Ballet)
1815-1930 hrs. (Spanish)
Fee: $215.00

Continuation of DA 918A.

Composita Elamantary
Additional Training DA 918Z

Variable training hours for DA 918A-8.

Composite Intarmadiata
Tarm 1 DA 919A

Wednesday
1645-1815 hrs. (Ballet)
1815-1930 hrs. (Modern)
Saturday
1045-1245 hrs. (Ballet/Pointe)
Fee: $225.00

Composita Intermediate
Tarm 2 DA 9198

Wednesday
1645-1815 hrs. (Ballet)
1815-1930 hrs. (Modern)
Saturday
1045-1245 hrs. (Ballet/Pointe)
Fee: $225.00

Continuation of DA 919A.

Composite Intarmediata
Additional Training DA 919Z

Variable training hours for DA 919A-8.

Pre Professional Course
(Form 6 Intermadiata)

Designed for students wishing a more intensive training and who are interested in a professional career in dance. These courses involve an average of 2 classes per day, five days per week. Arrangements can be made with some high schools to finish academic subjects early enough to arrive at the School of Dance for the usual 1515 hrs. start time. For further information on these courses, contact the School of Dance directly at (416) 363-9945.

THEATRE & DANCE

Pre-Professional — Form 6 Term 1 **DA 922A**

Fee: $235.00

Pra-Profassional — Form 6 Term 2 **DA 922B**

Fee: $235.00

Pre-Professionel — Form 6 Additional Training **DA 922Z**

Pre-Professional — Elementary Tarm 1 **DA 923A**

Fee: $235.00

Pre-Professional — Elementery Tarm 2 **DA 923B**

Fee: $235.00

Pra-Profassional — Elementery Additional Training **DA 923Z**

Pre-Professional — Intermediata Term 1 **DA 924A**

Fee: $235.00

Pre-Professional — Intermadiata Term 2 **DA 924B**

Fee: $235.00

Pra-Profassional — Intarmediata Additionel Training **DA 924Z**

All courses listed above lead to entry into the two-year diploma program designed to prepare the student for a professional career in dance. Admissions requirements for this program are the Ontario Secondary School Graduation Diploma or equivalent, advanced level ballet and an audition.

Non-Professional Courses

A special program for interested adults, amateur and professional actors, as well as former dance students not interested in a professional career in dance.
Fees are based on one class per week. Students may register for more than one class per week within their level.

Ballet 1 Term 1 **NDPA 950A**

Monday, 1830-1945 hrs.
and 1945-2100 hrs.
Tuesday, 1945-2100 hrs.
Wednesday, 1945-2100 hrs.
Thursday, 1945-2100 hrs.
Friday, 1815-1930 hrs.
Fee: $85.00

These courses are designed for adults and non-professionals who wish to combine meaningful exercise with a deeper understanding of the technical aspects of dance.

Ballet 1 Term 2 **NDPA 950B**

Fee: $85.00

Continuation of NPDA 950A.

Ballet 1 Additional Training **NDPA 950Z**

Variable training hours for NDPA 950A-B.

Ballet 2 Term 1 **NDPA 951A**

Monday, 1815-1930 hrs.
and 1945-2100 hrs.
Thursday, 1945-2100 hrs.
Friday, 1815-1930 hrs.
Fee: $85.00

Continuation of NDPA 950B.

Ballet 2 Term 2 **NDPA 951B**

Fee: $85.00

Continuation of NDPA 951A.

Ballet 2 Additional Training **NDPA 951Z**

Variable training hours for NDPA 951A-B.

Ballet 3 Tarm 1 **NDPA 952A**

Wednesday, 1930-2100 hrs.
Thursday, 1945-2115 hrs.
Saturday, 1300-1430 hrs.
Fee: $85.00

Continuation of NDPA 951B.

Ballet 3 Term 2 **NDPA 952B**

Wednesday, 1930-2100 hrs.
Thursday, 1945-2115 hrs.
Saturday, 1300-1430 hrs.
Fee: $85.00

Continuation of NDPA 952A.

Ballet 3 Additional Training **NDPA 952Z**

Variable training hours for NDPA 952A-B.

Ballet 4 Term 1 **NDPA 953A**

Monday, 1945-2115 hrs.
Tuesday, 1830-2000 hrs.
Wednesday, 1815-1945 hrs.
Fee: $85.00

Continuation of NDPA 952B.

Ballet 4 Term 2 **NDPA 953B**

Fee: $85.00

Continuation of NDPA 953A.

Ballet 4 Additional Training **NDPA 953Z**

Variable training hours for NDPA 953A-B.

Ballet 5 Tarm 1 **NDPA 954A**

Tuesday, 2000-2130 hrs.
Thursday, 1815-1945 hrs.
Fee: $85.00

Continuation of NDPA 953B.

Ballet 5 Term 2 **NDPA 954B**

Fee: $85.00

Continuation of NDPA 954A.

Ballet 5 Additionel Treining **NDPA 954Z**

Variable training hours for NDPA 954A-B.

Jazz Beginners Term 1 **NDPA 955A**

Tuesday, 1945-2100 hrs.
Fee: $85.00

Jazz Baginners Term 2 **NDPA 955B**

Fee: $85.00

Continuation of NDPA 955A.

Jazz Baginners Additional Training **NDPA 955Z**

Variable training hours for NDPA 955A-B.

Jazz Intermediate Tarm 1 **NDPA 956A**

Tuesday, 1800-1930 hrs.
Fee: $85.00

Jezz Intermediate Tarm 2 **NDPA 956B**

Fee: $85.00

Continuation of NDPA 956A.

Jazz Intermadiate Additional Training **NDPA 956Z**

Variable training hours for NDPA 956A-B.

Jazz Advanced Tarm 1 **NDPA 957A**

Wednesday, 1930-2130 hrs.
Fee: $85.00

Jazz Advanced Term 2 **NDPA 957B**

Fee: $85.00

Jazz Advenced Additional Training **NDPA 957Z**

Variable training hours for NDPA 957A-B.

GENERAL INTEREST

Tha Growing Art of Puppatry **CE 800**

Thursday, 1830-2130 hrs.
St. James Campus
42 hours
Fee: $60.00
Instructional Supplies Fee: $5.00

Course Content: In this course participants will be instructed on how to make the "Big-Head-Real-Hand" puppet, each creating a strong character of their own imagination. Included will be a workshop on puppet animation and short script writing. At the end of the course a simple production in puppet theatre will be presented.

Start detes:
September 18, 1980
January 22, 1981

Celestial Navigation for the Yachtsman **CE 801**

Thursday, 1900-2200 hrs.
Casa Loma Campus
36 hours
Fee: $55.00

Course Content: In this practical navigation course for the yachtsman, participants will learn how to determine their position from the deck of a small boat anywhere in the world. Care and use of the sextant, how to take sights and plotting positions will be emphasized. A text, almanac, tables and minimal geometry instruments will be required for the course. A list of this equipment may be obtained from the Continuing Education office at 967-1212, ext. 465/6.

Start detes:
Saptambar 18, 1980
January 22, 1981

Practical Coastal Navigation For The Yachtsman **CE 816**

Thursday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $50.00

Course Content: This practically oriented coastal navigation course for cruising sailors includes compass use and corrections, chart work, bearings, buoyage, signals and signalling, dock and anchorage procedures, coping with darkness, fog and heavy weather, and planning a passage. Anecdotes, films and literature related to the topic will be discussed.

Start detes:
September 18, 1980
Janiory 22, 1981

Non-Verbal Communication Body Talk **CE 802**

Tuasday, 1900-2100 hrs.
Casa Lome Campus
24 hours
Fee: $35.00

Course Content: This course will enable participants to understand the conscious and unconscious messages transmitted without words in our day to day routine. Recognizing the effect of different facial expressions, gestures, clothing and physical movement and learning how to be more aware of your own body language in business and social context will be emphasized.

Start detes:
Septambar 16, 1980
Janiory 20, 1981

Disc Jockey/ Social Functions **CE 803**

Wadnasday, 1900-2130 hrs.
Collaga Streat
30 hours
Fee: $40.00

Course Content: This course will provide the participants with the expertise to operate electronic equipment effectively, to program music selections and to assess and cater to the desires of the group they are entertaining. Acquiring professional MC'ing style will be highlighted.

Start detes:
Saptambar 17, 1980
January 21, 1981

Bridge — Basic **CE 805**

Wednesday, 1900-2200 hrs.
Casa Loma Campus
30 hrs.
Fee: $40.00

Course Content: This course will give an explanation of all the cards in the deck and the terminology used. Bidding and the play of cards based on the Goren method is taught and discussed thoroughly.

Stert detes:
September 17, 1980
Janiory 21, 1981

Bridge — Intarmadiate **CE 806**

Monday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Faa: $40.00

Prerequisite: Bridge (basic) or experience.
Course Content: To provide instruction in the advanced techniques of bidding and playing. Players who have some experience in contract bridge will receive instruction covering bidding from opening bids to slam bidding. The goren method is followed and the conventions most often used are explained and illustrated.

Start datas:
Septamber 15, 1980
January 19, 1981

Ovarcoming Feer of Math **CE 808**

Wadnesday, 1900-2100 hrs.
Casa Loma Campus
20 hours
Faa: $30.00

If you "blank out" or panic when confronted with a minor mathematical problem, this course will be of interest to you. Basic mathematical skills and techniques will be taught enabling you to move ahead with confidence when applying them to seemingly complicated mathematical puzzles. You are encouraged to give direction to the course by specifying your own needs and furnishing examples of the difficulties you experience in your day to day work or activity.

Start detes:
Septamber 17, 1980
Janiory 21, 1981

Career Planning Moving Ahaad **CE 809**

Tuasday, 1900-2100 hrs.
Casa Loma Campus
20 hours
Fee: $30.00

Course Content: If you are considering a career change and are not quite sure of the direction to take, this course will be valuable in helping you to assess your personal skills and examining various career options. How to plan a realistic career path and search for jobs more effectively will be stressed.

Stert detes:
September 16, 1980
Janiory 20, 1981

A Layman's Guide to Incoma Tax Planning **CE 810**

Wednesday, 1900-2100 hours
Casa Loma Campus
18 hours
Fee: $30.00

Course Content: Learn how to reduce your annual income tax by planning ahead and taking advantage of the tax shelters available to most income earners. Topics covered will be income splitting, investment strategies to maximize after tax income, educational trust funds for children, retirement savings and home ownership plans. The instructor, an established tax lawyer, will show you how to argue your own tax case, if necessary.

Start datas:
Septambar 17, 1980
Janiory 21, 1981

Know Your Car — Part 1 **CAR 800**

Tuasday, 1830-2130 hrs.
Casa Loma Campus
12 hours
Fee: $25.00

Course Content: With a new family-size car costing $8,000 or more and the trend of self-serve gas stations it is essential for the car owner to understand her/his car. Ray Stapley is Canada's best known auto mechanic and car columnist. For years his popular advice in the Toronto Telegram and more recently the Toronto Star has answered readers questions on cars with down to earth horse sense and real understanding. He will explain in layman's terms the major maintenance requirements of any car, easy to perform spot checks and tasks, such as changing a flat. He will show you how to start a stubborn engine and how to deal with the garage mechanic if repairs are really needed. He will tell you when to replace tires, batteries, brakes and provide dozens of tips that will save you money and repair bills and lengthen the life of your car.

Start datas:
September 16, 1980
October 14, 1980
November 11, 1980
Janiory 20, 1981

GENERAL INTEREST

Know Your Car — Part 2 **CAR 801**

Thursday, 1830-2130 hrs.
Casa Loma Campus
12 hours
Fee: $25.00

Course Content: In the second part of the course Ray Stapley will demonstrate and discuss the components of the lubricating system including types and grades of oil, how to change the engine oil and oil filter; winter starting aids and accessories, the brake system; tires — how to buy and what kind, changing a tire, the exhaust system and how to check for leaks, how to check and adjust the clutch, suspension system, replacing shock absorbers; changes recommended to haul a trailer; rustproofing and body work, replacing headlights and bulbs. He will also provide dozens of tips that will save you money and repair bills and lengthen the life of your car.

Start detes:
Saptambar 18, 1980
Octobar 16, 1980
Novambar 13, 1980
Janiory 22, 1981

Magic For Baginners **MAG 800**

Tuasday, 1800-2000 hrs.
Casa Loma Campus
20 hours
Faa: $30.00

Course Content: Magic tricks have always been a source of fascination and amusement for young and old alike. This course will teach many of the basic tricks that require little or no investment in equipment such as card tricks, sleight of hand and rope manipulation. Demonstrations will be followed by practical instruction with each student.

Start detes:
Septambar 16, 1980
Janiory 20, 1981

Astrology (Baginnars) **ASTR 900**

Thursday, 1900-2100 hrs.
Casa Loma Campus
40 hours
Fee: $50.00 (plus $15.00 examination fee which is to be paid to the Institute for Astrological Studies).

Course Content: Elements of Astrology; origin and history of Astrology; signs, planets, houses and their relationships. Students will be examined at the end of this basic course before they can continue to the Intermediate course. Information on the requirements for Institute membership is available by telephoning 923-5019.

Stert detes:
October 2, 1980
Janiory 15, 1981

Astrology (Intarmadiata) **ASTR 901**

Monday, 1900-2100 hrs.
Casa Loma Campus
60 hours
Fee: $75.00 (plus a fee of $15.00 for each of two examinations, one of which will follow each section of the course. Examination fees are to be paid to the Institute for Astrological Studies.)

Prerequisite: Successful completion of the examination at the Beginner's level. The Intermediate level comprises two half courses.
Course "A" Content: Chartmaking, geography, measuring positions of stars and planets, logarithms, mathematics of Astrology.
Course "B" Content: Aspects and introduction to chart interpretation. Students will be examined at the end of each half course and must successfully complete this level before they can continue to the Advanced level course.

Start detes:
Septamber 29, 1980
January 20, 1981

Astrology (Advanced) **ASTR 902**

Thursday, 1900-2100 hrs.
Casa Loma Campus
60 hours
Fee: $75.00 (plus a $15.00 examination fee which is to be paid to the Institute for Astrological Studies.)

Prerequisite: Successful completion of the examination at the Intermediate level.
The course provides knowledge of Astrological chart interpretation for examination and credit by the Institute of Astrological Studies.
Course Content: Planetary patterns and interpretation. Establishing birth times. Correcting charts and problem charts. The use of psychology in chart interpretation. The ethics of an astrologer.

Start date:
Octobar 2, 1980

Stained Glass Art Work **ART 805**

Thursday, 1900-2200 hrs.
Case Lome Campus
60 hours
Fee: $75.00
Meteriels: $25.00

Course Content: History of glass and manufacturing processes, types of glass, colour. Lead-types and shapes. Copper foil techniques. Glass cutting, shaping, pattern layout, use of jigs, methods of assembly.

Start date:
September 18, 1980

Model Aircraft Construction **CFT 801**

Wadnasday, 1830-2130 hrs.
Casa Loma Campus
30 hours
Fee: $40.00

Course Content: Containing both the hobby and sport aspects of model aircraft building and flying, the course is suitable to all ages, from the young person seeking a worthwhile past-time, to a retired person looking for a new interest. Models will be built in the classroom.

Start datas:
September 17, 1980
January 21, 1980

Indoor Gardaning I **GARD 800**

Tuesday, 1900-2100 hrs.
Casa Loma Campus
20 hours
Fee: $25.00

How to purchase and care for house plants. Plant identification and care, soils, fertilizers, propagation, insects and plant diseases, terrariums, growing plants under lights.

Start dates:
September 16, 1980
January 20, 1981
April 7, 1981

Indoor Gardening II **GARD 801**

Thursday, 1900-2100 hrs.
Casa Loma Campus
20 hours
Fee: $25.00

Prerequisite: Successful completion of Indoor Gardening I (Gard 800).
Course Content: Indoor Gardening II will cover essential elements of botany which apply to successful plant growth. This down-to-earth course in layman's language will enable the amateur indoor gardener to understand the effect of the environment on plants grown indoors and in greenhouses. Primarily a theory course, the knowledge gained will enhance and supplement the information given in Indoor Gardening I.
Areas to be covered in this course include plant cells, roots, leaves, stems, transpiration, conduction, absorption, photosynthesis, respiration, flowering and seeding, and factors influencing growth.

Start dates:
September 17, 1980
January 22, 1981
April 19, 1981

Indoor Gardening III **GARD 802**

Wednesday, 1900-2100 hrs.
Casa Loma Campus
20 hours
Fee: $25.00

Prerequsite: GARD 801
Course Content: The study of soil structure, content, texture, reactions, soil additives, soil mixes, influences on plant growth, and root development.

Start date:
January 21, 1981

Flower Arranging **GARD 803**

Tuesday and Thursday
Casa Loma Campus
30 hours
Fee: $35.00

This course is set out to teach the basics of professional flower arranging for home use. All aspects of design will be shown for both fresh and dried flowers.
An additional amount of approximately $3.00 per night will be charged for flowers and supplies.

Start date:
September 16, 1980

Courses for Women

Motivation/Tha Turning Point **CE 812**

Monday, 1900-2100 hrs.
Casa Loma Campus
12 hours
Fee: $25.00

Course Content: This course is designed to help women clarify values, sort out priorities and plan a course of action. It will be of interest to those returning to school or work, changing careers, developing new interests or making important personal decisions. Participants will focus on how to realistically assess goals, take positive action and analyse responsibilities and commitments affecting decision making. Through discussion, selected readings and self-assessment exercises, participants will be encouraged to develop and/or clarify the options available for personal growth and change.

Start detes:
September 22, 1980
Janiory 19, 1981

GENERAL INTEREST

Money Menegement for Women **CE 813**

Tuesdey, 1900-2100 hrs.
Cese Lome Cempus
16 hours
Fee: $30.00

Course Content: This course is designed to help participants gain a better understanding of financial matters and financial rights to develop a personal financial plan and to clarify the complexities of money management. Topics will range from basic concerns to broader issues including: credit, income tax, budgeting, retirement and investment savings plans, insurance and wills. Lecturers will share their expertise on a specific topic. Participants will have the opportunity to ask questions and discuss matters of a personal financial concern.

Start detes:
September 23, 1980
Jenuery 20, 1981

Exploring the Job Market **CE 814**

Wednesdey, 1900-2100 hrs.
Cesa Lome Cempus
16 hours
Fee: $30.00

Course Content: This series of seminars for women will present factual information about the nature and variety of job opportunities in particular fields. Each 2 hour session will be conducted by a knowledgeable professional who will give participants an introduction to the scope of the field, the range of job opportunities, desirable skills and aptitudes, and types of available training programs. Time will be reserved for a question and answer period.

Start detes:
September 24, 1980
Jenuery 21, 1981

Essential Study Skills For Women **CE 815**

Thursdey, 1900-2100 hrs.
Cese Lome Cempus
16 hours
Fee: $30.00

Course Content: This course is designed for women who are returning to school and wish to review study skills, or for those who may never have had the opportunity to acquire these important skills. Topics included are: how to sharpen listening and organizing ability, efficient note-taking techniques, principles of clear writing for reports and essays, reading for comprehension and selectivity, library research skills, and preparing for examinations. Students will be guided and encouraged to practice these skills through planned exercises and assignments. Participants will also have the opportunity to discuss issues of common concern to the adult learner.

Start detes:
September 25, 1980
Jenuery 22, 1981

Assertiveness Training **CE 824**

Tuesdey, 1930-2130 hrs.
Case Lome Cempus
16 hours
Fee: $25.00

Course Content: The assertive person is able to express herself in a direct and straight forward manner without either denying her own personal responses, or trampling on the rights of others. Assertiveness training teaches the principles of mature inter-action — how to insist on being treated with respect, how to be taken seriously, and how to say "no" without feeling guilty. The practical application of these principles will be a major focus of the course. Topics covered will be: every woman's bill of rights, behaviour cycles, breathing to combat stress, body language, games we play, refusing requests, the decision to change, techniques of assertion, coping with criticism and dealing with anger.

Start dates:
September 16, 1980
Jenuery 20, 1981

Who do you think you are? **CE 823**

Tuesdey, 1900-2100 hours
Case Lome Cempus
24 hours
Fee: $30.00

Course Content: This course is designed to enable women of all ages to anticipate, understand and develop strategies for the challenges and changes which confront them. The course consists of two components: literature and readings by and about women and video tapes from educational television which feature dynamic men and women who discuss their perspectives on human concerns. Books and video tapes will be discussed in a relaxed atmosphere where readers can share ideas, learn to communicate better and develop a spirit of creative, yet critical, inquiry.

Start dates:
September 16, 1980
Jenuary 21, 1981

Homeownership

How To Sell Your Own Home: A Workshop **RE 800**

Seturdey, 1000-1500 hrs.
St. Jemes Cempus
5 hours
Fee: $10.00

Course Content: For those who are contemplating handling the sale of their home personally, this workshop will cover the most important aspects including establishing market value, selling techniques, agreement of purchase and sale, presentation of an offer, functions of the real estate agent and the role of the lawyer. The course will follow a step by step format and group discussion will be encouraged.

Start detes:
September 20, 1980
October 18, 1980
November 22, 1980
Jenuery 17, 1981
Merch 21, 1981

Buying Your First Home **RE 801**

Tuesdey, 1730-2030 hrs.
St. James Campus
9 hours
Fee: $15.00

Course Content: The purchase of a first home is a time of much excitement and apprehension. This course will provide the first-time home buyer with sufficient information to make a knowledgeable decision. It will cover all the steps in the process including: establishing a price range, selecting the right real estate agent, evaluating neighbourhoods in the Toronto area, establishing fair market value, obtaining financing, making an offer, closing costs and procedures, settling-in expenses.

Start detes:
September 16, 1980
October 21, 1980
November 25, 1980
Jenuery 20, 1981
Febreury 24, 1981
Merch 31, 1981
Mey 5, 1981

Reel Estate Investment: For Beginners **RE 803**

Mondey, 1730-2030 hrs.
St. James Campus
12 hours
Fee: $25.00

Course Content: This course is designed to acquaint the first-time investor with the fundamentals of buying property for income or investment. Topics covered will be determining your own investment strategy, guidelines for inspecting properties, types of real estate investment, defining marketable rental properties, sources of financing, taxation implications.

Start detes:
September 15, 1980
November 10, 1980
Jenuery 12, 1981
Merch 9, 1981
Mey 11, 1981

GENERAL INTEREST

The Mortgege Crisis: How to cope with it **CE 830**

Wednesdey, 1900-2200 hours
St. James Cempus
3 hours
Fee: $10.00

Course Content: This three hour workshop will give the student a practical application and guide to understanding mortgages in today's market place. Topics will include types of mortgages, legal implications, arranging your own financing, strategies for re-financing a mortgage when it comes due. There will also be a thorough examination of the current mortgage market and a discussion of future trends in the mortgage financing field.

Start detes:
September 17, 1980
October 15, 1980
November 19, 1980

Renovating an Old Toronto House: Showcese or Shambles **CE 826**

Tuesdey, 1900-2130 hours
St. James Cempus
8 hours
Fee: $25.00

Course Content: A layman's guide to the basics of home restoration and remodelling — the planning process, the probable costs, the practical limitations, (structural constraints, etc.), the approval procedure, the respective role of architects, designers and contractors, and some help in their selection, the question of contracts and deposits, expected completion times, possible disruptions, typical problem areas, the possibility of doing part of the work oneself, the final inspection and timing of payments. This course opens the door to the ins and outs of fixing up or adding to an older home, while keeping costs from going through the roof.

Start detes:
September 16, 1980
November 4, 1980
Merch 3, 1981

Athletics/Fitness

Appliad Underwetar Scianca **AUS 800**

Wednesdeys or Thursdeys
1900-2200 hrs.
Case Lome Cempus
51 hours
Fee: $65.00
Materiels: $20.00

Locations: Wed. 186 Beverly Street (Central)
Thurs. Eastern Commerce High (East End), 16 Phin Avenue
This course is open to anyone with a demonstrated ability to swim and it covers all aspects of snorkeling and scuba diving leading to international certification. Open water dives and trips south may be arranged at the completion of the course. Students will require some equipment which will be discussed during the first session.

Start detes:
September 10 and 11, 1980
Jenuary 14 and 15, 1981
April 22 and 23, 1981

General Fitness **FIT 800**

Mondey end Thursday
1830-1930 hrs. or 1930-2030 hrs.
Casa Lome Campus
28 hours
Fee: $40.00

Course Content: This course is designed to improve your fitness level in all areas. Two fitness tests are to be administered. The first test is essential in evaluating the individual's initial fitness or physical level. The exercise program is then designed specifically on the areas that need developing. Group size may range from 6-12 people and is led by an instructor. After the six-week program, there is a retest, which is important in determining the improvement made.
Note: Fitness tests will be administered during the week before class commencement or on the first night of classes. Please call Athletic Department. Tel. No. 967-1212, ext. 431, for an appointment.

Start detes:
September 15, 1980
January 8, 1981

Yoge **YOGA 800**

Wednesdey, 1900-2100 hrs.
Case Lome Campus
24 hours
Fee: $35.00

The scientific technique of Traditional Yoga presented in this course will cover physical culture Asana; Pranayama — breathing; meditation — mind-training. This ancient technique concentrates on individual-self-development for perfect physical and mental wellbeing. It is strictly individual and teaches methods for independent use.

Start detes:
September 10, 1980
Jenuery 7, 1981
April 1, 1981

Tennis (Beginners) **TENN 800**

Friday, 1700-1900 hrs.
Cese Lome Campus
16 hours
Fee: $25.00

Course Content: Learn the art of playing tennis. A beginning game of tennis requires skill on four basic strokes — forehand, backhand, volley, serve — plus footwork.

Start detes:
September 12, 1980
Jenuary 9, 1981
Merch 6, 1981
Mey 1, 1981

Tennis (Intermediate) **TENN 802**

Wednesdey, 1900-2100 hrs.
Kensington Campus
16 hours
Fee: $25.00

Course Content: Practical skills required for participation at an advanced level are stressed, including the volley, different hits, footwork and methods of analyzing the sport.

Start detes:
September 9, 1981
Jenuery 7, 1981
Merch 4, 1981
April 29, 1981

Tennis (Advanced) **TENN 804**

Friday, 1900-2100 hrs.
Cese Lome Campus
16 hours
Fee: $25.00

Course Content: Advance your knowledge and skills in tennis, with special attention given to forearm, backhand and serving plus tennis strategy.

Start detes:
September 12, 1980
January 9, 1981
Merch 6, 1981
Mey 1, 1981

CPR — Besic Rescuer Annuel Recertification **8RAR 900**

Mondey end Wednesday
1800-2130 hrs.
Cese Lome Campus
7 hours
Fee: $15.00

Prerequisite: Ontario Heart Foundation Basic Rescuer Certification.
Course Content: This course is designed to review and update material and methods presented in the Ontario Heart Foundation basic rescuer courses and will recertify holders of this certification for an additional year.

Start detes:
September 15, 1980
October 6, 1980
November 3, 1980
Decembar 1, 1980
Jenuery 5, 1981
Febreury 2, 1981
Merch 2, 1981
April 6, 1981

CPR — Instructor Course **CPR 900**

Saturdey and Sunday
0900-1700 hrs.
Cese Lome Campus
15 hours
Fee: $55.00

Prerequisite: Ontario Heart Foundation Basic Rescuer Certification.
Course Content: The CPR instructor course is designed to train highly motivated and qualified individuals so they may in turn teach basic cardiac life support (bcls) to others. The stress is on a wider breadth of knowledge than is required for certification in bcls and near perfection in performance of the bcls modalities.

Start detes:
November 29, 1980
Merch 28, 1981

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The George Brown College

Key to Campus Locations

C **College Street Campus**
507 College Street

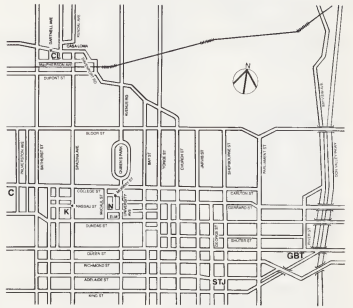
CL **Casa Loma Campus**
160 Kendal Avenue

GBT **The George Brown Theatre**
530 King Street E

K **Kensington Campus**
21 Nassau Street

N **Nightingale Campus**
2 Murray Street

STJ **St. James Campus**
200 King Street E



George Brown College
How to Register for Part-Time Courses by Mail

1. We encourage in-person registration after August 22.
2. Select your course(s) from the 1980/81 Continuing Education (Part-Time) Calendar.
3. Courses on different campuses require separate application forms and separate cheques.
   The form may be used for two courses on the same campus which can be paid for with a single cheque.
4. Complete the Registration Application Form.
   a) The personal data requested is required to assist the College in maintaining its records and providing a better picture of the population we serve. All information is kept confidential and may only be released with your written permission.
   b) Employers name and business phone number is helpful in contacting you in case of course changes or over-subscribed classes.
   c) Copy the course name and the code beside it from the calendar into the space provided.
   d) Convert **Start Date** desired to **Day/Month/Year** format.
   e) Calculate **Hours Per Night** and enter correct number in the appropriate box for day(s) of the week
   Note: Time is given in 24-hour format.
   f) Copy **Fees (Tuition Fee** *and* **Material Fee** or **Equipment Fee** if any) into correct boxes and calculate total payment required. Prepare your cheque for this amount.
   g) Sign and date form.
5. Mail completed form and cheque to:

   _____ Campus Admissions Office
   The George Brown College of Applied Arts and Technology
   P.O. Box 1015, Station 'B'
   Toronto, Ontario M5T 2T9

N.B. Fill in **Campus Name** from the course description on the application form and your envelope.

REGISTRATION APPLICATION

GEORGE BROWN COLLEGE PART-TIME COURSES

PLEASE PRINT CLEARLY — **COMPLETE ALL BLOCKS** — **USE THIS FORM FOR ONE COURSE ONLY**

SOCIAL INSURANCE NUMBER | DAY MONTH YEAR BIRTH DATE | USE AN X: MR MRS MISS MS | NATIONAL STATUS: CDN LAND. IMIG. STUDENT VISA

SURNAME (LAST NAME) | GIVEN NAME AND INITIALS

HOME ADDRESS (NUMBER AND STREET) | APARTMENT NO.

CITY | PROVINCE | POSTAL CODE | PHONE NUMBER

EMPLOYER'S NAME | BUSINESS PHONE

George Brown The City College

TRANSFER COURSE INFORMATION FROM CALENDAR

COURSE NAME | COURSE CODE

START DATE (DAY MONTH YEAR) | CAMPUS | HOURS PER NIGHT (M T W T F S S) | TUITION FEE $ + MATERIAL FEE $ = PAYMENT $

STUDENT SIGNATURE | DATE

24/6/80

PLEASE PRINT CLEARLY — **COMPLETE ALL BLOCKS** — **USE THIS FORM FOR TWO COURSES ON SAME CAMPUS**

SOCIAL INSURANCE NUMBER | DAY MONTH YEAR BIRTH DATE | USE AN X: MR MRS MISS MS | NATIONAL STATUS: CDN LAND. IMIG. STUDENT VISA

SURNAME (LAST NAME) | GIVEN NAME AND INITIALS

HOME ADDRESS (NUMBER AND STREET) | APARTMENT NO.

CITY | PROVINCE | POSTAL CODE | PHONE NUMBER

EMPLOYER'S NAME | BUSINESS PHONE

George Brown The City College

FIRST COURSE – TRANSFER INFORMATION FROM CALENDAR

COURSE NAME | COURSE CODE

START DATE (DAY MONTH YEAR) | CAMPUS | HOURS PER NIGHT (M T W T F S S) | TUITION FEE $ + MATERIAL FEE $ = PAYMENT $

SECOND COURSE – TRANSFER INFORMATION FROM CALENDAR

COURSE NAME | COURSE CODE

START DATE (DAY MONTH YEAR) | CAMPUS | HOURS PER NIGHT (M T W T F S S) | TUITION FEE $ + MATERIAL FEE $ = PAYMENT $

STUDENT SIGNATURE | DATE | TOTAL PAYMENT CHEQUE ENCLOSED $

24/6/80

The George Brown College
of Applied Arts and Technology
P. O. Box 1015, Station B,
Toronto, Ontario M5T 2T9

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